DOCUMENT RESUME

ED 115 898 CE 005 739

AUTHOR	Marshall, John L.
TITLE	VIEW Handbook: Vital Information for Education and Work. Applications for the Local School.
INSTITUTION	Michigan VIEW Lab., Mason.
SPONS AGENCY	Michigan State Dept. of Education, Lansing.
PUB DATE	[72]
NOTE	126p.
EDRS PRICE	MF-$0.76 HC-$6.97 Plus Postage
DESCRIPTORS	Career Education; Career Exploration; Career Planning; Guidance Counseling; Information Dissemination; Information Services; *Information Systems; Instructional Materials; *Manuals; Microfiche; Microfilm; Microforms; *Occupational Information; Program Guides; *Secondary Schools; State Programs; *Vocational Counseling
IDENTIFIERS	Michigan; VIEW; Vital Information for Education and Work

ABSTRACT

VIEW (Vital Information for Education and Work) is essentially an information-gathering, storing, and dissemination system which uses microfiche application for information retrieval. It provides a means for giving current occupational information at a local level. The State of Michigan has made the VIEW project available to every junior and senior high school in the State with the participating schools responsible for providing their own microfilm readers and an implementor. The basic services provided by the State include two VIEW microfiche decks, an orientation filmstrip, newsletters, an inservice training session, and the VIEW handbook. The handbook contains samples of the collection's occupational information materials; self-exploration, career planning, career exploration, and decision-making worksheets for use by counselors with students; and supportive classroom worksheets for use by teachers. Preference tests and occupational fact-finding exercises comprise most of the counselor's materials, while games such as scrambled words, 20 questions, and crosswords are representative of the collection of teacher's materials. The VIEW indexes, however, comprise the largest part of the handbook (66 pages). These indexes are alphabetical listings of job titles on which information is contained in the VIEW collection. (Author/AJ)

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VIEW HANDBOOK

Vital
Information
for
Education
and
Work

APPLICATIONS FOR THE LOCAL SCHOOL

Prepared and edited by:
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Funded by: Michigan Department of Education

CE 005 739

CONTACT PERSONNEL

All VIEW staff personnel are willing to help each school develop a successful career guidance program to meet local needs. If you have any questions or problems concerning VIEW, please feel free to contact:

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Mason, Michigan 48854
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ACKNOWLEDGEMENTS

I wish to acknowledge the following people for their help and guidance in making this handbook possible:

Mr. Birger K. Anderson, Director, Michigan VIEW Laborotory, Mason, Michigan.

Mr. Astor L. Simpson, Evaluator Michigan VIEW Laborotory, World of Works Project, Mason, Michigan.

Mr. William Weisgerber, Supervisor Career Development, Michigan Department of Education, Lansing, Michigan.

Mr. James L. Mahrt, Guidance Consultant, Michigan Department of Education, Lansing, Michigan.

Mr. Thomas Deiner, Director, WISC, Wisconsin Department of Public Instruction, Madison, Wisconsin.

Mr. L. William Liimakka, C.E.P.D. Coordinator, Gogebic-Ontonagon Intermediate School District, Bergland, Michigan.

Mr. George Davidson, State Sales Representative (Michigan), Minnesota Mining and Manufacturing (3M), Lansing, Michigan.

A great deal of the information provided within this manual was designed and developed by numerous agencies and people throughout the country. A few of the sources were:

San Diego County Department of Education, San Diego, California.

Des Moines Area Community College, Ankena, Iowa.

Appalachaian Educational Laborotory, Charleston, West Virginia.

U. S. Office of Education, Washington, D.C.

PREFACE

In order to insure an effective delivery of the VIEW (Vital Information for Education and Work) program in the local educational agency, it is imperative that a complete understanding of the development, operation and implementation of the program is presented to participating personnel. The following information is addressed to this task. All materials presented here are the culmination of three years of collecting, analyzing and evaluating various resources and developing appropriate narrative to explain the application of the VIEW system in the local school context and as it relates to the state model of K-12 Career Education. This "guide" will not provide all the answers necessary for establishing an efficient career exploration and planning process, but only that the examples and suggestions given in this handbook can be used as a model that may be applied to each individual school setting. Examine the contents, experiment with the procedures and where necessary, offer criticism and ideas drawn from your own experiences, as it will inevitably become necessary to redesign and refine the present format.

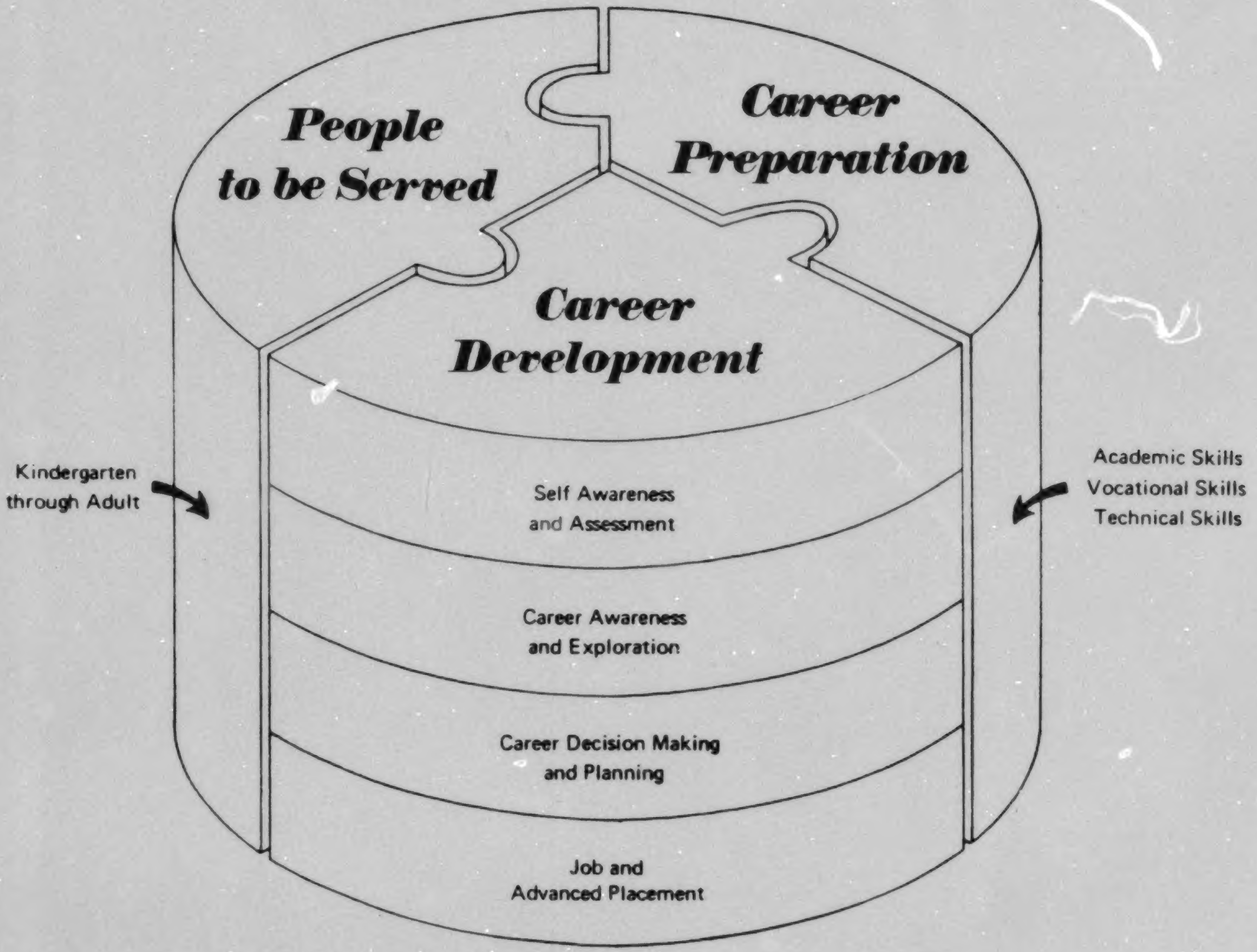
WHAT IS CAREER EDUCATION?

The central purpose of the Career Education concept is to maximize future career options of youth and adults and assist them in finding the personal values which will enhance their potential in our society. Career Education is an evolving concept which will react dynamically to the changing needs of society and is composed of two primary components-career development and career preparation.

Career Development provides purposefully planned and meaningful taught experiences for all persons, thus contributing to self development as it relates to various career patterns. Career Development takes place at the pre-school, elementary, middle school, senior high, post-secondary and adult levels of education. Emphasis is placed on career awareness, orientation and exploration of the occupational world, decision-making relative to self-assessment and alternative career paths and understanding the inter-relationships between a career and the individual.

Career Preparation is composed of skill (academic and occupational) building programs. The academic skills are utilized in occupational preparation programs or may be the foundation for further career preparation. The occupational skills contained in vocational and technical education programs will result in placement either on the job or in an educational agency which emphasizes further career specialization.

COMPONENTS OF CAREER EDUCATION


People to be Served
Career Preparation
Career Development
Kindergarten through Adult
Academic Skills
Vocational Skills
Technical Skills
Self Awareness and Assessment
Career Awareness and Exploration
Career Decision Making and Planning
Job and Advanced Placement

DEFINITION OF VIEW SERVICE

There is widespread agreement among educators, psychologists, and sociologists that career education is essential to youth who are attempting to decide and plan for their future.

Clearly, there is a need for some kind of current regionalized occupational information. The Michigan VIEW Laborotory is addressing itself to this need.

VIEW (Vital Information for Education and Work) is essentially an information gathering, storing and dissemination system which uses a microfiche application for information retrieval.

It provides a means for giving high-school youth current occupational information at a local level.

EACH LOCAL EDUCATIONAL AGENCY CAN NOW:

*Disseminate occupational information on a large scale which requires minimal student, teacher, and counselor training.

*Be responsive to local and regional occupational information needs.

STUDENTS IN THE VIEW PROGRAM WILL BE ABLE TO:

*Have access to information which is current.

*Have access to information which is objective and valid.

COUNSELORS AND TEACHERS USING THE VIEW PROGRAM WILL:

*Have a tool to aid them in the counseling process.

*Have continuous localized updated occupational information.

VIEW SERVICES FOR 1973-74

The State Board of Education and the Career Education Unit of the Vocational Education Division of the Michigan Department of Education have voted to make the Vital Information for Education and Work (VIEW) project available to every junior and senior high school (by building) in the State during the 1973-74 school year.

VIEW is essentially a career information and dissemination system providing Michigan based career information to student users on microfilm. All VIEW docduments are filmed on a 24 x 1 reduction ratio.

The obligation of schools wishing to utilize the VIEW system during the 1973-74 year will be to provide their own microfilm readers and/or reader/printers, as well as designate and provide a building VIEW implementor for a full day in-service training by members of the VIEW staff.

Preliminary figures show microfilm readers range from $100.00-250.00 and reader/printers from $460.00-3,000.00 depending on such variables as size and capability of equipment. Printouts range from 3.5 to 10.5 cents per page depending upon equipment manufacturer.

BASIC VIEW SERVICES

Two VIEW decks will be provided each participating building, one for student usage and one for professional personnel usage.

One full day in-service session for all local VIEW implementors.

One VIEW Implementor Handbook per participating building.

One filmstrip and corresponding tape designed for student orientation to the system.

Three newsletters during the school year to be sent to local implementors.

TENTATIVE TIME TABLE FOR IMPLEMENTATION

September-October

Soliciting of schools wishing to participate

October-November

Local schools securing necessary hardware

November-January

In-service training of local school personnel and distribution of VIEW decks, handbooks, filmstrips and cassettes.

It is hoped that the VIEW Lab will be able to provide additional materials over and above the basic described strictly on an at-cost basis by request to local schools throughout the latter portion of the year.

Please direct any additional inquires or concerns to:

Michigan VIEW Laborotory
611 Hagadorn Road
Mason, Michigan 48854

(517) 676-1051 Ext.323

SUGGESTIONS FOR THE UTILIZATION OF VIEW

To be used by implementor of VIEW in local school

Make sure that you have all VIEW materials, alphabetical listings, etc., in sufficient quantity for your needs. One alphabetical listing for each teacher, counselor, and administrator should be the minumum number required. One or two class sets of alphabetical listings in a brochure should be available for use with groups of students in classes.

Staff Orientation

Present the VIEW concept to the staff in a faculty meeting, guidance open house, during preparation periods, etc. Demonstrate how VIEW works. Hand out alphabetical and other listings and materials. Discuss how VIEW can be used as an aid to classroom instruction and as an aid to motivate students. Have a portable demonstration bulletin board made up to illustrate how each classroom can have a "Career Information Corner." Include information regarding careers, scholarships and post-high school educational opportunities. (A filmstrip and tape describing the VIEW production system is available on a loan basis.)

Publicity

Have the student newspaper representative take pictures of students and a counselor or teacher using the VIEW materials. Point out that this is but one part of your total career guidance program. Write a news release for school, P.T.A., and local newspapers. Demonstrate VIEW along with other vocational materials at P.T.A. meetings, open house, etc. Community presentation at Rotary, Kiwanis, Lions, etc. is very effective and shows that schools are "on the ball." Buying an additional reader for the school is a suitable project for guidance committees of service clubs, P.T.A.'s, or as a gift from graduating senior classes. Additional VIEW microfilm materials are free for each reader.

Establishing a VIEW Committee

Using the director of guidance, head counselor, or counselor as a chairman of a guidance committee is a way to stimulate interest. Involve grade level counselors or advisors, career counselors, teachers, work experience coordinators, and student representatives by grade or from the A.S.B. Use the guidance committee to "brain storm" the best way to use VIEW as one part of your school guidance program. As previously suggested, many schools are already budgeting for two or three readers. With this additional equipment available, sets of VIEW materials may be circulated in the classroom while one set remains in the counseling office.

Class Presentations

The selected staff member:

Prepares portable bulletin display about VIEW.

Collects class sets of occupation and college listings.

Explains the use of various VIEW indexes as well as uses of other vocational materials.

Prepares talk geared to needs of that particular class, e.g., college-bound, electronics, etc.

Demonstrates reader or reader-printer and explains how to use VIEW most effectively, and have students demonstrate VIEW and how easy it is to operate.

Encourage students to verify their educational and vocational plans with parents, teachers, and counselors.

Library Display

Set up a library display about careers by assisting librarians to select pertinent books, pamphlets, etc., about colleges, scholarships, occupations, etc., as part of a total display. The use of National Vocational Guidance Association standards for the selection of vocational materials will insure the availability of information of high quality. Place VIEW plus other materials in the display for as long as needed. Announce in the school paper that a counselor will be at that location at certain times. Special career speakers would be used in conjunction with these special dispaly.

General Suggestions

Clerical personnel will need special instructions regarding the use of VIEW materials and equipment. VIEW materials are easy to use and should be on display and not locked in a drawer or in a room. An effective procedure on how to use the VIEW cards. Another effective technique is to establish a procedure for a student to enter his name, grade, and occupational interest in a log book and leave a column for the date the counselor holds a follow-up interview. Once the student has his information, he is then ready for counseling.

Relating VIEW and Other Sources of Career Information

Have other materials available in the event VIEW does not cover a student's career choice. These materials should include governmental and commercial publications, college catalogs, and books listing sources of financial aid.

Use of VIEW may be tied in with the results of the Educational and Vocational Planning Questionnaire from the Michigan VIEW Laboratory or from the Kuder or OVIS Inventories.

Summary

The above suggestions are given to help you get started or supplement your present guidance system. VIEW has been a real help to schools as a vital part of their guidance programs. Teachers have expressed real interest in providing VIEW information to students. This then opens the door for the use of other vocational guidance materials and activities by the classroom teacher. The more information the student has as he enters the counseling office, the more time the counselor has to counsel instead of just giving information.

MICHIGAN VIEW LABORATORY

MEDICAL RECORD TECHNICIAN

2

D.O.T. Code 100.388-018 O.E. Code None

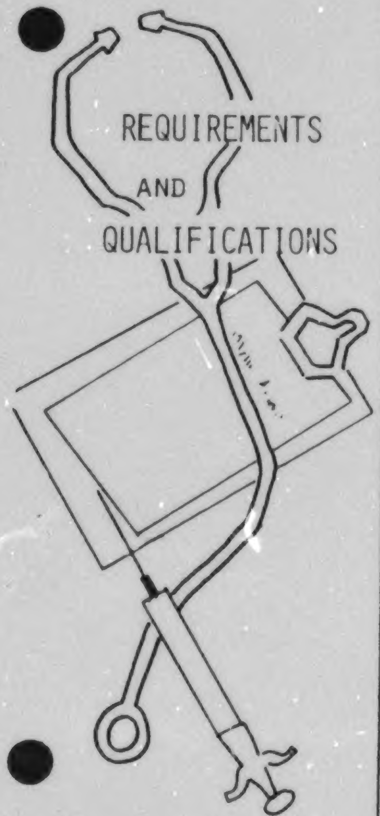
Date 5/73

JOB DUTIES

MEDICAL RECORD TECHNICIANS serve as specially trained assistants to the Registered Medical Record Administrator, carrying out the many technical activities within a medical record department: Duties include--

Typing medical records.
Preparing statistical reports on patients treated.
Supervising clerical personnel.
Reviewing medical records for completeness.
Working with doctors, nurses and other health professionals on medical records and research.

REQUIREMENTS AND QUALIFICATIONS



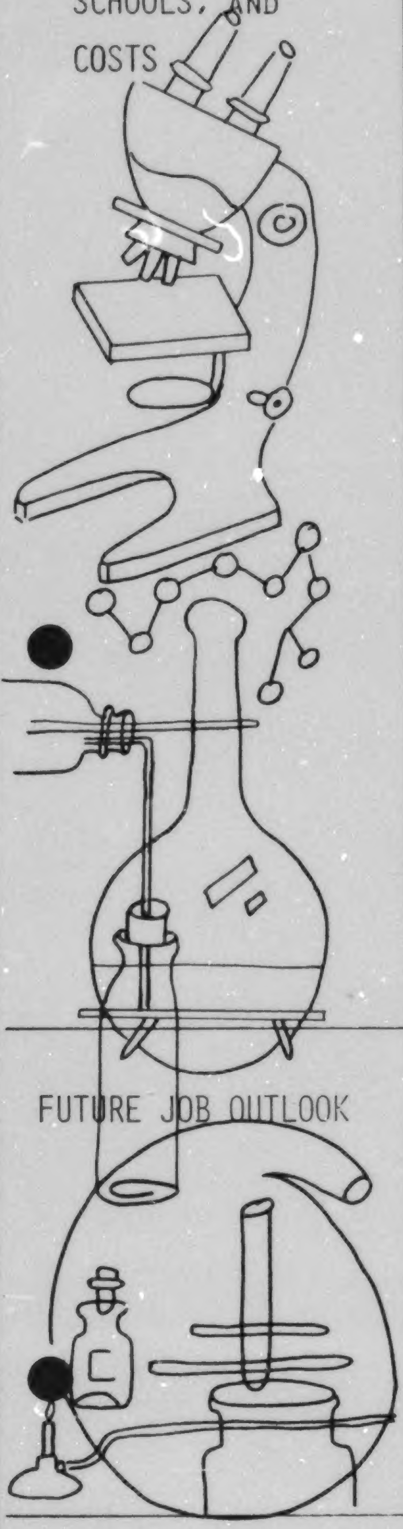
INTERESTS, APTITUDES, AND PERSONAL REQUIREMENTS

Able to get along well with people.
Very Accurate.
Able to supervise others.
Ability to organize.
Able to keep information confidential.
Good typing skills.
Enjoy working with details.
Pleasant personality.
Neat appearance.

PHYSICAL REQUIREMENTS

Good general health, vision, and hearing.

EDUCATIONAL PREPARATION, TRAINING, SCHOOLS, AND COSTS



H.S. Graduation is required, plus a 2-yr. associates degr

HELPFUL HIGH SCHOOL COURSES:

Biology
Chemistry
Latin
Business courses: Typing, shorthand, bookkeeping.

To become an Accredited Medical Record Technician (ART) you must:

1. Graduate from an approved program for Medical Record Technicians or complete AMRA's correspondence course.
2. Pass an examination for accreditation. Given once a year (usually September). Contact AMRA well in advance for an application (Address appears under Contacts to Make on page 5 of this script.)

For a list of the approved schools offering programs write to the AMRA office (Address on page 5, "Contacts to Make")

The only school in Michigan at this time is:

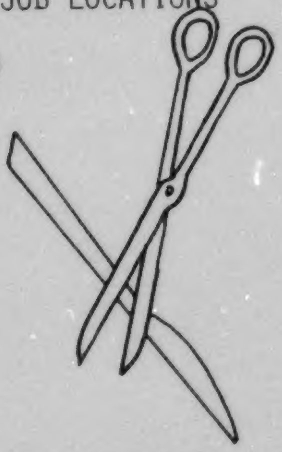
Schoolcraft College
Director: Mrs. Patricia McLane
18600 Haggerty Rd
Lavonia, Mi 48151

FUTURE JOB OUTLOOK

Excellent.

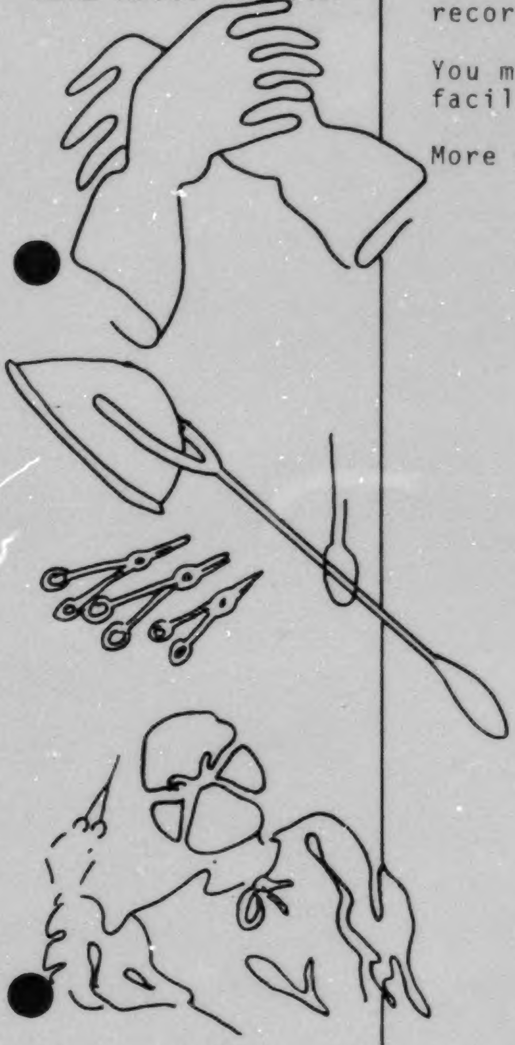
There are more openings than qualified people to fill them.

JOB LOCATIONS



Hospitals
Clinics
Nursing homes
Community Health Centers
Public Health Departments

MORE ABOUT THE JOB



You might be employed as a director of a medical record department in a small hospital or nursing home.

You might be a consultant for several small health facilities.

More women enter this field than men.

WAGES AND HOURS

Wages vary greatly from one place to another, tending to be higher in the cities and larger hospitals.

Salaries of Accredited Record Technicians (ART) range from $6,500 to $15,00 a year.

Usual work week is 40-hours.

FRINGE BENEFITS

Fringe benefits could include:

- Paid holidays
- Paid vacations
- Sick leave
- Health insurance
- Retirement plan

ADVANCEMENT OPPORTUNITIES

Supervisor

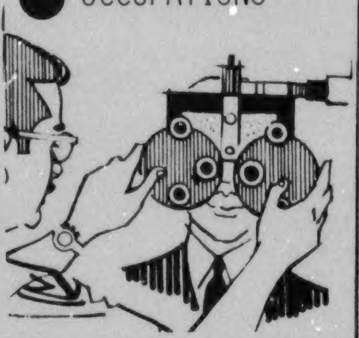
You may become a consultant for several small facilities

DISADVANTAGES

You will have to do a great deal of paper work.

Work may become repetitious.

RELATED OCCUPATIONS



Medical Record Clerk*

Medical Record Administrator*

Medical Secretary*

Viewscript available*

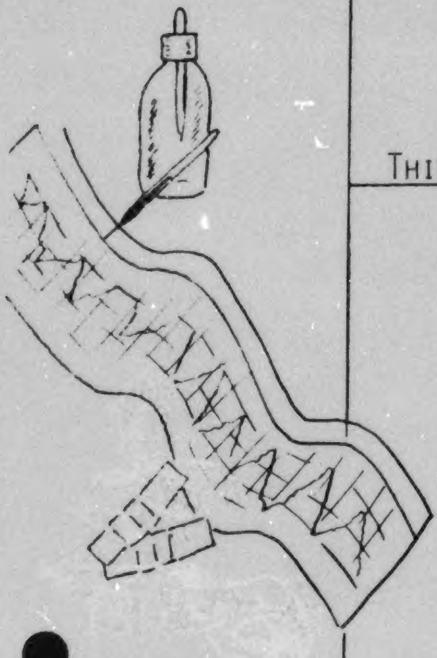
FOR MORE INFORMATION

CONTACTS TO MAKE

The Medical Record Department in any hospital near your home.

American Medical Record Association (AMRA)
875 N. Michigan Ave
Suite 1850
Chicago, Illinois 60611

THINGS TO READ



INDEX

VIEW ALPHABETICAL INDEX

Occupations listed in this portion of the V.I.E.W. Index are listed alphabetically and coded to the V.I.E.W. Card Number.

	CARD NO.
Accountant	1, 26
Accountant, Jr.	1, 26
Advertising Person	4
Agricultural Agent (County)	4, 13
Aluminum Siding Installer	37
Ambulance Attendant	35
Ambulance Driver	37
Animal Caretaker	37
Announcer, Radio	4
Announcer, TV	4
Antenna Installer	37
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artificial Inseminator	26
Artist, Commercial	13, 26
Asphalt Paving Machine Operator	37
Asphalt Plant Operator	37
Assembly Line Worker	37
Atomic Energy Technician	13, 26
Atomic Power Reactor Operator	26
Auctioneer	4, 13
Auto Body Designer	13

	CARD NO.
Auto Final Inspection	26
Auto New Car Get Ready Man	27
Automatic Transmission Specialist	13, 26
Baker	37
Bank Teller	4, 13
Barber	13
Barmaid	35, 36
Bartender	35, 36
Batch Plant Operator	37
Bindery Worker	37
Boiler Maker	13
Boiler Operator	37
Bookkeeper	1
Bottle Machine Operator	38
Bricklayer	14, 27
Building Inspector	4, 14
Bus Boy	35, 36
Bus Driver	4
Buyer	4, 14
Cabinet Maker	27
Cable Splicer	14, 27
Carpenter	27
Car Rental Agent	4
Cashier	4, 14

	CARD NO.
Caterer	4, 14
Cement Mason	38
Cemetery Worker	38
Chemical Operator	38
Chemist, Analytical	14, 27
Child Care Worker	35, 36
Chiropractor	5, 14
Claims Adjuster	5, 14
Clerk, Admitting	1
Clerk, Billing	1
Clerk, Catalog	27
Clerk, File	1
Clerk, General Office	1
Clerk, Mail	5, 14
Clerk, Payroll	1
Clerk-Typist	2
Computer Operator	2, 27
Computer Programmer	5
Concrete Mixer Operator	38
Conservation Officer	5, 14
Construction Worker	38
Controller, Air Traffic	5, 14
Cook/Chef	5
Cook/Pizza	5

	CARD NO.
Core Maker	14, 27
Cosmetologist/Beautician	15
Counselor (Camp)	5, 15
Counter Girl (Dry Cleaners)	5
Court Reporter	2
Crane Operator	38
Credit Collector	2
Credit Reporter	5, 15
Custodian/Janitor	38
Darkroom Technician	15, 27
Dental Assistant	15
Dental Hygienist	5, 15
Dental Laboratory Technician	15, 28
Dentist	6, 15
Detective	6
Dietitian	6, 15
Dispatcher	6, 15
Display Designer	15
Dog Warden	35, 36
Draftsman	6
Drill Press Operator	38
Dry Wall Finisher	38
Dry Wall Hanger	38
Ecologist	15, 28

	CARD NO.
Editor	6
EKG Technician	6
Electrician, Construction	16. 28
Electrician, Residential	16, 28
Electronic Assembler	38
Electroplater	28
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Exterminator	39
Farmer, Dairy	28
Farmer, General	28
FBI Agent	6, 16
Fence Erector	39
Fiberglass Worker	39
Fingerprint Classifier	2
Fireman	39
Flagman, County	36
Flight Instructor	6, 16
Floor Covering Installer	39
Floral Designer	16, 28
Foreman (Any Industry)	6
Forester	16, 28
Forklift Truck Operator	39

	CARD NO.
Foundry Worker	39
Fuel Oil Distributor	39
Funeral Director	6, 16
Furnace Installer	16, 29
Furniture Mover	39
Gas Utility Man	17, 29
Glass Installer	39
Groundsman, (Light & Power)	39
Guard/Watchman	36
Health Officer, County	6, 17
Heat Treater	39
Histoligic Technician	17
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Internal Revenue Agent	7, 17
Iron Worker, Ornamental	17, 29
Jeweler	17, 29
Juvenile Officer	7, 17
Key Punch Operator	29
Kiln Operator	40
Laboratory Assistant	17, 29
Labor Relation Representative	7
Lathe Operator	40

	CARD NO.
Laundry Operator	7, 40
Lawyer	7, 17
Lens Grinder	17
Librarian	7, 18
Library Assistant Clerk	7, 18
Lineman, (Light & Power)	18, 29
Linotype Operator	29
Locksmith	18, 29
Lumber Yardman	7
Machinist	29
Maid	40
Mail Carrier	2
Maintenance Man, Highway	40
Manager, Apartment	7, 18
Manager, Chamber of Commerce	8
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Financial Institution	8
Manager, Hotel-Motel	8
Manager, Industrial Cafeteria	8
Manager, Loan	2
Manager, Personnel	8

	CARD NO.
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Meat Cutter	40
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	19, 30
Mechanic, Bowling Alley	19, 30
Mechanic, Diesel	19, 30
Mechanic, Farm Equipment	30
Mechanic, Front End	19, 30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19, 30
Mechanic, Motorcycle	19, 30
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Maid	3
Meter Reader (Public Utilities)	3
Millwright	19, 30
Model	36
Molder	20, 31
Numerical Control Programmer	40
Nurse Aide	35, 36
Nurse, Licensed Practical	20
Nurse, Registered	20

	CARD NO.
Nursery Worker	40
Office Machine Serviceman	20, 31
Offset Press Operator	40
Operating Room Technician	20
Optometrist	8, 20
Orderly	35
Ornamental Horticulturist	20, 31
Painter, Automobile	40
Painter, construction	40
Painter, Sign	31
Paperhanger	40
Paper Machine Operator	41
Parking Lot Attendant	35, 36
Parole Officer	8, 20
Patternmaker	31
PBX Operator	9
Pharmacist	31
Photoengraver	20, 31
Photographer	20
Piano Tuner	31
Pilot	31
Pipefitter	21, 31
Plasterer	41
Plumber	31

	CARD NO.
Podiatrist	9, 21
Policeman, Local	9
Policewoman	9
Polisher	41
Port Director	9, 21
Power Plant Operator	41
Presser (Dry Cleaners)	31
Printer	21, 32
Production Helper (Paper & Pulp)	41
Proofreader	3
Purchasing Agent	9, 21
Psychiatric Aide	35
Quarry Worker	41
Railroad Brakeman	41
Railroad Towerman	41
Ranger, Park	9, 21
Real Estate Appraiser	32
Receptionist	9, 21
Recreation Leader	9, 21
Refinery Worker	41
Refuse Collector	41
Repairman, Appliance	21, 32
Repairman, Auto Body	22, 32
Repairman, Camera	22, 32

	CARD NO.
Taxidermist	33
Teacher Aide	11, 24
Technologist, X-Ray	11, 24
Telephone Installer	24, 33
Telephone Lineman	24, 34
Telephone Operator	11
Telephone Service Representative	11, 24
Teletype Operator	3
Terrazo Worker	42
Test Driver	34
Therapist, Physical	25
Ticket Agent (Airline)	11, 25
Tile Setter	42
Tool Crib Attendant	12
Tool and Die Maker	34
Tool Grinder Operator	34
Tow Truck Operator	42
Travel Consultant	12, 25
Tree Trimmer	42
Truck Driver, Local	42
Truck Driver, Over the Road	42
Underwriter, Insurance	12
Upholsterer (Furniture)	34
Veterinarian	12, 25
Waiter/Waitress	35, 36

	CARD NO.
Watchmaker	34
Weather Forecaster/ Meteorologist	3, 12
Weatherman, TV	12
Weighmaster	34
Welder	42
Well Driller	42
Woodworking Machine Operator	42

VIEW CLUSTER INDEX

The occupations listed in this portion of the V.I.E.W. Index will show you exactly where the occupations are located on each V.I.E.W. Card, by number and by the Data, People, Things code.

DEFINITION OF CLUSTERING SYSTEM

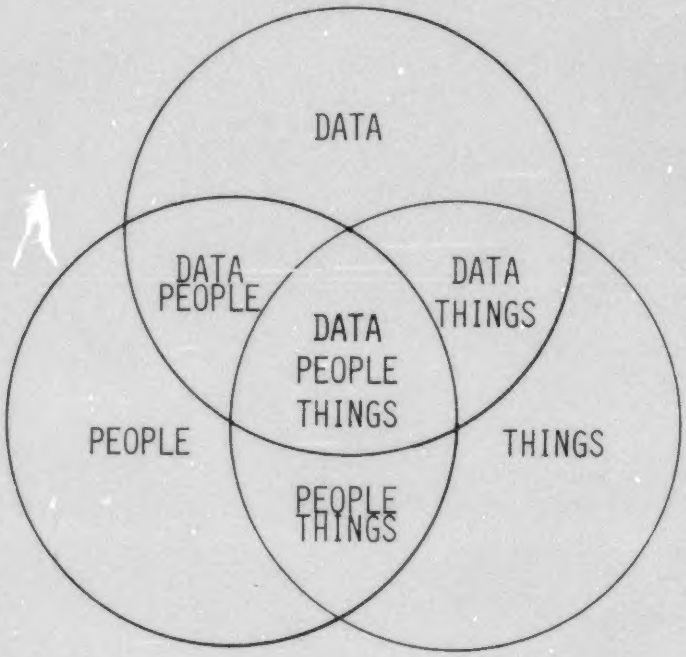
All of the VIEW Scripts are divided into seven clusters. Each of the clusters have a relationship to either Data, People or Things or combinations of Data, People or Things (See the diagram below).

The following three definitions describe the kinds of activities that are performed in occupations relating to Data, People and Things.

DATA: Activities involved with the creation, collection, analysis, development, and dissemination of various types of information. This information, written or verbal, is in the form of numbers, words, or symbols.

PEOPLE: Activities relating to human beings and/or animals. By instructing, supervising, exchanging ideas, dealing with an individual's problems, performance, direction, assistance or amusement.

THINGS: Activities relating to inanimate objects as opposed to human beings and/or animals; substances or materials, machines, tools, equipment or products. A thing is tangible and has shape, form and other physical characteristics.



CLUSTER INDEX

DATA

CARD 1

A1 to A5	Accountant
A6 to A10	Accountant, Junior
A11 to B1	Bookkeeper
B2 to B6	Clerk, Admitting
B7 to B11	Clerk, Billing
B12 to C2	Clerk, File
C3 to C7	Clerk, General Office
C8 to C12	Clerk, Payroll

CARD 2

A1 to A5	Clerk-Typist
A6 to A10	Computer Operator
A11 to B1	Court Reporter
B2 to B6	Credit Collector
B7 to B11	Fingerprint Classifier
B12 to C2	Mail Carrier
C3 to C7	Manager, Loan
C8 to C12	Medical Record Administrator
C13 to D3	Medical Record Clerk
D4 to D8	Medical Record Technician

CARD 3

A1 to A5	Meter Maid
A6 to A10	Meter Reader (Public Utilities)
A11 to B1	Proofreader
B2 to B6	Stenographer
B7 to B11	Surveyor
B12 to C2	Teletype Operator
C3 to C7	Weather Forecaster/Meteorologist

CLUSTER INDEX

DATA, PEOPLE

CARD 4

A1 to A5	Advertising Person
A6 to A10	Agricultural Agent, County
A11 to B1	Announcer, Radio
B2 to B6	Announcer, TV
B7 to B11	Auctioneer
B12 to C2	Bank Teller
C3 to C7	Building Inspector
C8 to C12	Bus Driver
C13 to D3	Buyer
D4 to D8	Car Rental Agent
D9 to D13	Cashier
D14 to E4	Caterer

CARD 5

A1 to A5	Chiropractor
A6 to A10	Claims Adjuster
A11 to B1	Clerk, Mail
B2 to B6	Computer Programmer
B7 to B11	Conservation Officer
B12 to C2	Controller, Air Traffic
C3 to C7	Cook/Chef
C8 to C12	Cook/Pizza
C13 to D3	Counselor (Camp)
D4 to D8	Counter Girl (Dry Cleaners)
D9 to D13	Credit Reporter
D14 to E4	Dental Hygienist

CLUSTER INDEX

DATA, PEOPLE

CARD 6

A1 to A5	Dentist
A6 to A10	Detective
A11 to B1	Dietitian
B2 to B6	Dispatcher
B7 to B11	Draftsman
B12 to C2	Editor
C3 to C7	EKG Technician
C8 to C12	FBI Agent
C13 to D3	Flight Instructor
D4 to D8	Foreman
D9 to D13	Funeral Director
D14 to E4	Health Officer, County

CARD 7

A1 to A5	Inhalation Therapist
A6 to A10	Interior Decorator
A11 to B1	Internal Revenue Agent
B2 to B6	Juvenile Officer
B7 to B11	Labor Relations Representative
B12 to C2	Laundry Operator
C3 to C7	Lawyer
C8 to C12	Librarian
C13 to D3	Library Assistant Clerk
D4 to D8	Lumber Yardman
D9 to D13	Manager, Apartment

CLUSTER INDEX

DATA, PEOPLE

CARD 8

A1 to A5	Manager, Chamber of Commerce
A6 to A10	Manager, Credit
A11 to B1	Manager, Data Processing
B2 to B6	Manager, Financial Institution
B7 to B11	Manager, Hotel-Motel
B12 to C2	Manager, Industrial Cafeteria
C3 to C7	Manager, Personnel
C8 to C12	Manager, Restaurant
C13 to D3	Manager, Theater
D4 to D8	Optometrist
D9 to D13	Parole Officer

CARD 9

A1 to A5	PBX Operator
A6 to A10	Podiatrist
A11 to B1	Policeman, Local
B2 to B6	Policewoman
B7 to B11	Port Director
B12 to C2	Purchasing Agent
C3 to C7	Ranger, Park
C8 to C12	Receptionist
C13 to D3	Recreation Leader
D4 to D8	Reporter
D9 to D13	Salesperson, Automobile

CLUSTER INDEX

DATA, PEOPLE

CARD 10

A1 to A5	Salesperson, Auto Parts
A6 to A7	Salesperson, Cosmetics
A8 to A9	Salesperson, Furniture
A10 to A11	Salesperson, Hardware
A12 to B2	Salesperson, Insurance
B3 to B4	Salesperson, Muscial Instrument
B5 to B9	Salesperson, Real Estate
B10 to B14	Salesperson, Retail
C1 to C2	Salesperson, Sewing Machine
C3 to C4	Salesperson, Shoes
C5 to C6	Salesperson, TV and Appliance
C7 to C8	Salesperson, Women/Girls Apparel
C9 to C10	Salesperson, Yard Goods
C11 to D1	Sanitarian

CARD 11

A1 to A5	Secretary, General
A6 to A10	Secretary, Legal
A11 to B1	Secretary, Medical
B2 to B6	Social Worker
B7 to B11	State Trooper
B12 to C2	Taxi Driver
C3 to C7	Teacher Aide
C8 to C12	Technologist, X-Ray
C13 to D3	Telephone Operator
D4 to D8	Telephone Service Representative
D9 to D13	Ticket Agent (Airline)

CLUSTER INDEX

DATA, PEOPLE

CARD 12

A1 to A5	Tool Crib Attendant
A6 to A10	Travel Consultant
A11 to B1	Underwriter, Insurance
B2 to B6	Veterinarian
B7 to B11	Weather Forecaster/Meteorologist
B12 to C2	Weatherman, TV

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 13

A1 to A5	Agricultural Agent, County
A6 to A10	Architect, Landscape
A11 to B1	Architect, Residential
B2 to B6	Artist, Commercial
B7 to B11	Atomic Energy Technician
B12 to C2	Auctioneer
C3 to C7	Auto Body Designer
C8 to C12	Automatic Transmission Specialist
C13 to D3	Bank Teller
D4 to D8	Barber
D9 to D13	Boiler Maker

CARD 14

A1 to A5	Bricklayer
A6 to A10	Building Inspector
A11 to B1	Buyer
B2 to B6	Cable Splicer
B7 to B11	Cashier
B12 to C2	Caterer
C3 to C7	Chemist Analytical
C8 to C12	Chiropractor
C13 to D3	Claims Adjuster
D4 to D8	Clerk, Mail
D9 to D13	Conservation Officer
D14 to E4	Controller, Air Traffic
E5 to E9	Core Maker

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 15

A1 to A5	Cosmetologist/Beautician
A6 to A10	Counselor (Camp)
A11 to B1	Credit Reporter
B2 to B6	Darkroom Technician
B7 to B11	Dental Assistant
B12 to C2	Dental Hygienist
C3 to C7	Dental Laboratory Technician
C8 to C12	Dentist
C13 to D3	Dietitian
D4 to D8	Dispatcher
D9 to D13	Display Designer
D14 to E4	Ecologist

CARD 16

A1 to A5	Electrician, Construction
A6 to A10	Electrician, Residential
A11 to B1	Engineer, Agricultural
B2 to B6	Engineer, Civil
B7 to B11	FBI Agent
B12 to C2	Flight Instructor
C3 to C7	Floral Designer
C8 to C12	Forester
C13 to D3	Funeral Director
D4 to D8	Furnace Installer

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 17

A1 to A5	Gas Utility Man
A6 to A10	Health Officer, County
A11 to B1	Histologic Technician
B2 to B6	Inhalation Therapist
B7 to B11	Interior Decorator
B12 to C2	Internal Revenue Agent
C3 to C7	Iron Worker, Ornamental
C8 to C12	Jeweler
C13 to D3	Juvenile Officer
D4 to D8	Laboratory Assistant
D9 to D13	Lawyer
D14 to E4	Lens Grinder

CARD 18

A1 to A5	Librarian
A6 to A10	Library Assistant Clerk
A11 to B1	Lineman (Light & Power)
B2 to B6	Locksmith
B7 to B11	Manager, Apartment
B12 to C2	Manager, Credit
C3 to C7	Manager, Data Processing
C8 to C12	Manager, Restaurant
C13 to D3	Manager, Theater
D4 to D8	Mechanic, Air Conditioning

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 19

A1 to A5	Mechanic, Automobile
A6 to A10	Mechanic, Bowling Alley
A11 to B1	Mechanic, Diesel
B2 to B6	Mechanic, Front End
B7 to B11	Mechanic, Industrial Truck
B12 to C2	Mechanic, Motorboat
C3 to C7	Mechanic, Motorcycle
C8 to C12	Millwright

CARD 20

A1 to A5	Molder
A6 to A10	Nurse, Licensed Practical
A11 to B1	Nurse, Registered
B2 to B6	Office Machine Serviceman
B7 to B11	Operating Room Technician
B12 to C2	Optometrist
C3 to C7	Ornamental Horticulturist
C8 to C12	Parole Officer
C13 to D3	Photoengraver
D4 to D8	Photographer

CARD 21

A1 to A5	Pipefitter
A6 to A10	Plumber
A11 to B1	Podiatrist
B2 to B6	Port Director
B7 to B11	Printer
B12 to C2	Purchasing Agent
C3 to C7	Ranger, Park
C8 to C12	Receptionist
C13 to D3	Recreation Leader
D4 to D8	Repairman, Appliance

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 22

A1 to A5	Repairman, Auto Body
A6 to A10	Repairman, Camera
A11 to B1	Repairman, Electrical
B2 to B6	Repairman, Instrument
B7 to B11	Repairman, Meter
B12 to C2	Repairman, Radiator (Auto)
C3 to C7	Repairman, Radio and TV
C8 to C12	Repairman, Shoe
C13 to D3	Repairman, Small Appliance
D4 to D8	Repairman, Telephone
D9 to D13	Repairman, Vending Machine

CARD 23

A1 to A5	Salesperson, Automobile
A6 to A10	Salesperson, Auto Parts
A11 to A12	Salesperson, Cosmetics
A13 to A14	Salesperson, Furniture
B1 to B2	Salesperson, Hardware
B3 to B7	Salesperson, Insurance
B8 to B9	Salesperson, Musical Instrument
B10 to B14	Salesperson, Real Estate
C1 to C5	Salesperson, Retail
C6 to C7	Salesperson, Sewing Machine
C8 to C9	Salesperson, Shoes
C10 to C11	Salesperson, TV and Appliance
C12 to C13	Salesperson, Women/Girls Apparel
C14 to D1	Salesperson, Yard Goods
D2 to D6	Secretary, General
D7 to D11	Secretary, Legal
D12 to E2	Secretary, Medical

CLUSTER INDEX

DATA, PEOPLE, THINGS

CARD 24

A1 to A5	Sheet Metal Worker
A6 to A10	Shopper, Comparison
A11 to B1	Sign Erector
B2 to B6	Social Worker
B7 to B11	Soil Fertility Expert
B12 to C2	Tailor
C3 to C7	Teacher Aide
C8 to C12	Technologist, X-Ray
C13 to D3	Telephone Installer
D4 to D8	Telephone Lineman
D9 to D13	Telephone Service Representative

CARD 25

A1 to A5	Therapist, Physical
A6 to A10	Ticket Agent (Airline)
A11 to B1	Travel Consultant
B2 to B6	Veterinarian

CLUSTER INDEX

DATA, THINGS

CARD 26

A1 to A5	Accountant
A6 to A10	Accountant, Junior
A11 to B1	Architect, Landscape
B2 to B6	Architect, Residential
B7 to B11	Artificial Inseminator
B12 to C2	Artist, Commercial
C3 to C7	Atomic Energy Technician
C8 to C12	Atomic Power Reactor Operator
C13 to D3	Auto Final Inspection
D4 to D8	Automatic Transmission Specialist

CARD 27

A1 to A5	Auto New Car Get Ready Man
A6 to A10	Boiler Maker
A11 to B1	Bricklayer
B2 to B6	Cabinet Maker
B7 to B11	Cable Splicer
B12 to C2	Carpenter
C3 to C7	Chemist, Analytical
C8 to C12	Clerk, Catalog
C13 to D3	Computer Operator
D4 to D8	Core Maker
D9 to D13	Darkroom Technician

CLUSTER INDEX

DATA, THINGS

CARD 28

A1 to A5	Dental Laboratory Technician
A6 to A10	Ecologist
A11 to B1	Electrician, Construction
B2 to B6	Electrician, Residential
B7 to B11	Electroplater
B12 to C2	Engineer, Agricultural
C3 to C7	Engineer, Civil
C8 to C12	Farmer, Dairy
C13 to D3	Farmer, General
D4 to D8	Floral Designer
D9 to D13	Forester

CARD 29

A1 to A5	Furnace Installer
A6 to A10	Gas Utility Man
A11 to B1	Iron Worker, Ornamental
B2 to B6	Jeweler
B7 to B11	Key Punch Operator
B12 to C2	Laboratory Assistant
C3 to C7	Lineman (Light & Power)
C8 to C12	Linotype Operator
C13 to D3	Locksmith
D4 to D8	Machinist
D9 to D13	Mechanic, Air Conditioning

CLUSTER INDEX

DATA, THINGS

CARD 30

A1 to A5	Mechanic, Automobile
A6 to A10	Mechanic, Bowling Alley
A11 to B1	Mechanic, Diesel
B2 to B6	Mechanic, Farm Equipment
B7 to B11	Mechanic, Front End
B12 to C2	Mechanic, Industrial Truck
C3 to C7	Mechanic, Motorboat
C8 to C12	Mechanic, Motorcycle
C13 to D3	Millwright

CARD 31

A1 to A5	Molder
A6 to A10	Office Machine Serviceman
A11 to B1	Ornamental Horticulturist
B2 to B6	Painter, Sign
B7 to B11	Patternmaker
B12 to C2	Pharmacist
C3 to C7	Photoengraver
C8 to C12	Piano Tuner
C13 to D3	Pilot
D4 to D8	Pipefitter
D9 to D13	Plumber
D14 to E4	Presser (Dry Cleaners)

CLUSTER INDEX

DATA, THINGS

CARD 32

A1 to A5	Printer
A6 to A10	Real Estate Appraiser
A11 to B1	Repairman, Appliance
B2 to B6	Repairman, Auto Body
B7 to B11	Repairman, Camera
B12 to C2	Repairman, Electrical
C3 to C7	Repairman, Instrument
C8 to C12	Repairman, Meter
C13 to D3	Repairman, Radiator (Auto)
D4 to D8	Repairman, Radio and TV
D9 to D13	Repairman, Sewing Machine
D14 to E4	Repairman, Shoe
E5 to E9	Repairman, Small Appliance

CARD 33

A1 to A5	Repairman, Telephone
A6 to A10	Repairman, Vending Machine
A11 to B1	Rigger
B2 to B6	Rod Chainman
B7 to B11	Roofer
B12 to C2	Sheet Metal Worker
C3 to C7	Sign Erector
C8 to C12	Soil Fertility Expert
C13 to D3	Surveyor
D4 to D8	Taxidermist
D9 to D13	Telephone Installer

CLUSTER INDEX

DATA, THINGS

CARD 34

A1 to A5	Telephone Lineman
A6 to A10	Test Driver
A11 to B1	Tool and Die Maker
B2 to B6	Tool Grinder Operator
B7 to B11	Upholsterer (Furniture)
B12 to C2	Watchmaker
C3 to C7	Weighmaster

CLUSTER INDEX

PEOPLE, THINGS

CARD 35

A1 to A5	Ambulance Attendant
A6 to A10	Barmaid
A11 to B1	Bartender
B2 to B6	Bus Boy
B7 to B11	Child Care Worker
B12 to C2	Dog Warden
C3 to C7	Nurse Aide
C8 to C12	Orderly
C13 to D3	Parking Lot Attendant
D4 to D8	Psychiatric Aide
D9 to D13	Stewardess (Airline)
D14 to E4	Waiter/Waitress

PEOPLE

CARD 36

A1 to A5	Barmaid
A6 to A10	Bartender
A11 to B1	Bus Boy
B2 to B6	Child Care Worker
B7 to C11	Dog Warden
B12 to C2	Flagman, County
c3 to C7	Guard/Watchman
C8 to C12	Model
C13 to D3	Nurse Aide
D4 to D8	Parking Lot Attendant
D9 to D13	Service Station Attendant
D14 to E4	Sheriff's Deputy
E5 to E9	Stewardess (Airline)
E10 to E14	Waiter/Waitress

CLUSTER INDEX

THINGS

CARD 37

A1 to A5	Aluminum Siding Installer
A6 to A10	Ambulance Driver
A11 to B1	Animal Caretaker
B2 to B6	Antenna Installer
B7 to B11	Asphalt Plant Operator
B12 to C2	Asphalt Paving Machine Operator
C3 to C7	Assembly Line Worker
C8 to C12	Baker
C13 to D3	Batch Plant Operator
D4 to D8	Bindery Worker
D9 to D13	Boiler Operator

CARD 38

A1 to A5	Bottle Machine Operator
A6 to A10	Cement Mason
A11 to B1	Cemetery Worker
B2 to B6	Chemical Operator
B7 to B11	Concrete Mixer Operator
B12 to C2	Construction Worker
C3 to C7	Crane Operator
C8 to C12	Custodian/Janitor
C13 to D3	Drill Press Operator
D4 to D8	Dry Wall Finisher
D9 to D13	Dry Wall Hanger
D14 to E4	Electronic Assembler

CLUSTER INDEX

THINGS

CARD 39

A1 to A5	Exterminator
A6 to A10	Fence Erector
A11 to B1	Fiberglass Worker
B2 to B6	Fireman
B7 to B11	Floor Covering Installer
B12 to C2	Forklift Truck Operator
C3 to C7	Foundry Worker
C8 to C12	Fuel Oil Distributor
C13 to D3	Funiture Mover
D4 to D8	Glass Installer
D9 to D13	Groundsman, (Light & Power)
D14 to E4	Heat Treater

CARD 40

A1 to A5	Kiln Operator
A6 to A10	Lathe Operator
A11 to B1	Laundry Operator
B2 to B6	Maid
B7 to B11	Maintenance Man, Highway
B12 to C2	Meat Cutter
C3 to C7	Numerical Control Programmer
C8 to C12	Nursery Worker
C13 to D3	Offset Press Operator
D4 to D8	Painter, Automobile
D9 to D13	Painter, Construction
D14 to E4	Paperhanger

CLUSTER INDEX

THINGS

CARD 41

A1 to A5	Paper Machine Operator
A6 to A10	Plasterer
A11 to B1	Polisher
B2 to B6	Power Plant Operator
B7 to B11	Production Helper (Paper & Pulp)
B12 to C2	Quarry Worker
C3 to C7	Railroad Brakeman
C8 to C12	Railroad Towerman
C13 to D3	Refinery Worker
D4 to D8	Refuse Collector
D9 to D13	Sandblaster
D14 to E4	Sewage Plant Operator

CARD 42

A1 to A5	Sewing Machine Operator
A6 to A10	Surveyor
A11 to B1	Terrazo Worker
B2 to B6	Tile Setter
B7 to B11	Tow Truck Operator
B12 to C2	Tree Trimmer
C3 to C7	Truck Driver, Local
C8 to C12	Truck Driver, Over the Road
C13 to D3	Welder
D4 to D8	Well Driller
D9 to D13	Woodworking Machine Operator

OVIS INDEX

(Ohio Vocational Interest Survey)

The OVIS consists of twenty-four scales that are designed to assist students and counselors in establishing a base for career exploration and planning. There are so many different kinds of occupations that it is essential that some type of classification of jobs used and job interests be stablished. OVIS is a means of catergorizing a student's individual job interests. The twenty-four scales; Manual Work (Scale 1), Machine Work (Scale 2), Personal Services (Scale 3), Caring for People or Animals (Scale 4), Clerical Work (Scale 5), Inspecting and Testing (Scale 6), Crafts and Precise Occupations (Scale 7), Customer Services (Scale 8), Nursing and Related Technical Services (Scale 9), Skilled Personal Services (Scale 10), Training (Scale 11), Literary (Scale 12), Numerical (Scale 13), Appraisal (Scale 14), Agriculture (Scale 15), Applied Technology (Scale 16), Promotion and Communication (Scale 17), Management and Supervision (Scale 18), Artistic (Scale 19), Sales Representative (Scale 20), Music (Scale 21), Entertainment and Performing Arts (Scale 22), Teaching, Counseling and Social Work (Scale 23), and Medical (Scale 24) can be accessed to various resource materials, most prominently, The Dictionary of Occupational Titles (D.O.T.), the U. S. Department of Labor's Worker-Trait-Group classifications, the Data-People-Things concept and V.I.E.W. V.I.E.W. also uses the Data-People-Things system as a means of classifying occupations, and therefore, the utilization of OVIS scores can lead to a more efficient and accurate use of the V.I.E.W. exploration material.

OVIS SCALE 1

	CARD NO.
Aluminum Siding Installer	37
Animal Caretaker	37
Antenna Installer	37
Batch Plant Operator	37
Bindery Worker	37
Boiler Operator	37
Cement Mason	38
Cemetery Worker	38
Concrete Mixer Operator	38
Construction Worker	38
Custodian/Janitor	38
Dry Wall Finisher	38
Dry Wall Hanger	38
Exterminator	39
Fence Erector	39
Fiberglass Worker	39
Fireman	39
Foundry Worker	39
Furniture Mover	39
Groundsman (Light & Power)	39
Kiln Operator	40
Laundry Operator	7, 40
Maid	40
Maintenance Man, Highway	40
Meat Cutter	40
Nursery Worker	40
Polisher	41
Production Helper (Paper & Pulp)	41
Quarry Worker	41
Railroad Brakeman	41
Refinery Worker	41
Sandblaster	41
Sewage Plant Operator	41
Tree Trimmer	42
Welder	42

OVIS SCALE 2

	CARD NO.
Ambulance Driver	37
Asphalt Paving Machine Operator	37
Asphalt Plant Operator	37
Baker	37
Bottle Machine Operator	38
Chemical Operator	38
Crane Operator	38
Drill Press Operator	38
Electronic Assembler	38
Floor Covering Installer	39
Forklift Truck Operator	39
Fuel Oil Distributor	39
Glass Installer	39
Heat Treater	39
Lathe Operator	40
Numerical Control Programmer	40
Offset Press Operator	40
Paperhanger	40
Paper Machine Operator	41
Plasterer	41
Power Plant Operator	41
Refuse Collector	41
Sewing Machine Operator	42
Surveyor	3, 33, 42
Terrazo Worker	42
Tow Truck Operator	42
Truck Driver, Local	42
Truck Driver, Over the Road	42
Well Driller	42
Woodworking Machine Operator	42

OVIS SCALE 3

	CARD NO.
Barmaid	35, 36
Bartender	35, 36
Bus Boy	35, 36
Child Care Worker	35, 36
Dog Warden	35, 36
Flagman, County	36
Guard/Watchman	36
Model	36
Nurse Aide	35, 36
Parking Lot Attendant	35, 36
Service Station Attendant	36
Sheriff's Deputy	36
Stewardess (Airline)	35, 36
Waiter/Waitress	35, 36

OVIS SCALE 4

	CARD NO.
Ambulance Attendant	35
Barmaid	35, 36
Bartender	35, 36
Bus Boy	35, 36
Child Care Worker	35, 36
Dog Warden	35, 36
Nurse Aide	35, 36
Orderly	35
Parking Lot Attendant	35, 36
Psychiatric Aide	35
Stewardess (Airline)	35, 36
Waiter/Waitress	35, 36

OVIS SCALE 5

	CARD NO
Bookkeeper	1
Clerk, Admitting	1
Clerk, Billing	1
Clerk, File	1
Clerk, General Office	1
Clerk-Typist	2
Computer Operator	2, 27
Court Reporter	2
Credit Collector	5, 15
Fingerprint Classifier	2
Mail Carrier	2
Manager, Loan	2
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Reader	3
Proofreader	3
Stenographer	3
Teletype Operator	3

OVIS SCALE 6

	CARD NO.
Artificial Inseminator	26
Auto Final Inspection	26
Clerk, Catalog	27
Computer Operator	2, 27
Rod Chainman	33
Weighmaster	34

OVIS SCALE 7

	CARD NO.
Atomic Energy Technician	13, 26
Atomic Power Reactor Operator	26
Automatic Transmission Specialist	13, 26
Auto New Car Get Ready Man	27
Boiler Maker	13
Bricklayer	14, 27
Cabinet Maker	27
Cable Splicer	14, 27
Carpenter	27
Computer Operator	2, 27
Core Maker	14, 27
Darkroom Technician	15, 27
Dental Laboratory Technician	15, 28
Electrician, Construction	16, 28
Electrician, Residential	16, 28
Electroplater	28
Furnace Installer	16, 29
Gas Utility Man	17, 29
Iron Worker, Ornamental	17, 29
Jeweler	17, 29
Key Punch Operator	29
Laboratory Assistant	17, 29
Lineman (Light & Power)	18, 29
Linotype Operator	29
Locksmith	18, 29
Machinist	29
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	19, 30
Mechanic, Diesel	19, 30
Mechanic, Farm Equipment	30
Mechanic, Front End	19, 30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19, 30
Mechanic, Motorcycle	19, 30
Office Machine Serviceman	20, 31
Painter, Sign	31
Patternmaker	31
Photoengraver	20, 31
Piano Tuner	31
Pilot	31
Pipefitter	21, 31
Plumber	21, 31
Presser (Dry Cleaners)	31
Repairman, Appliance	21, 32
Repairman, Auto Body	22, 32
Repairman, Camera	22, 32
Repairman, Electrical	33, 32
Repairman, Instrument	33, 32
Repairman, Meter	22, 32
Repairman, Radiator (Auto)	22, 32
Repairman, Radio and TV	22, 32
Repairman, Sewing Machine	32
Repairman, Shoe	22, 32
Repairman, Small Appliance	22, 32
Repairman, Telephone	22, 3[illegible]
Repairman, Vending Machine	22, 33
Rigger	33
Roofer	33
Sheet Metal Worker	24, 33
Sign Erector	24, 33
Taxidermist	33
Test Driver	34
Telephone Installer	24, 33
Telephone Lineman	24, 34
Tool and Die Maker	34
Tool Grinder Operator	34
Upholsterer (Furniture)	34
Watchmaker	34

OVIS SCALE 8

	CARD NO.
Auctioneer	4, 13
Bus Driver	4
Car Rental Agent	4
Cashier	4, 14
Clerk, Mail	5, 14
Counter Girl (Dry Cleaners)	5
Credit Reporter	5, 15
Dental Hygienist	5, 15
EKG Technician	6
Library Assistant Clerk	7, 18
PBX Operator	9
Receptionist	9, 21
Salesperson, Automobile	9, 23
Salesperson, Auto Parts	10, 23
Salesperson, Cosmetics	10, 23
Salesperson, Furniture	10, 23
Salesperson, Hardware	10, 23
Salesperson, Insurance	10, 23
Salesperson, Musical Instrument	10, 23
Salesperson, Real Estate	10, 23
Salesperson, Retail	10, 23
Salesperson, Sewing Machine	10, 23
Salesperson, Shoes	10, 23
Salesperson, TV and Appliance	10, 23
Salesperson, Women/Girls Apparel	10, 23
Salesperson, Yard Goods	10, 23
Taxi Driver	11
Technologist, X-Ray	11, 24
Telephone Operator	11
Telephone Service Representative	11, 24
Ticket Agent (Airline)	11, 25
Tool Crib Attendant	12
Underwriter, Insurance	12

OVIS SCALE 9

	CARD NO.
Clerk, Mail	5, 14
Credit Reporter	5, 15
Dental Assistant	15
Dental Hygienist	5, 15
Inhalation Therapist	7, 17
Library Assistant Clerk	7, 18
Nurse, Licensed Practical	20
Nurse, Registered	20
Operating Room Technician	20
Receptionist	9, 21
Secretary, General	11, 23
Secretary, Legal	11, 23
Secretary, Medical	11, 23
Technologist, X-Ray	11, 24
Telephone Service Representative	11, 24
Therapist, Physical	25
Ticket Agent (Airline)	11, 25

OVIS SCALE 10

	CARD NO.
Atomic Energy Technician	13, 26
Auto Body Designer	13
Automatic Transmission Specialist	13, 26
Barber	13
Boiler Maker	13
Bricklayer	14, 27
Cable Splicer	14, 27
Core Maker	14, 27
Cosmetologist/Beautician	15
Darkroom Technician	15, 27
Dental Laboratory Assistant	15, 28
Electrician, Construction	16, 28
Electrician, Residential	16, 28
Furnace Installer	16, 29
Histologic Technician	17
Iron Worker, Ornamental	17, 29
Lens Grinder	17
Molder	20, 31
Photographer	20
Sign Erector	24, 33
Tailor	24

OVIS SCALE 11

	CARD NO.
Agricultural Agent, County	4, 13
Bank Teller	4, 13
Building Inspector	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Dietitian	6, 15
Dispatcher	6, 15
Draftsman	6
FBI Agent	6, 16
Flight Instructor	6, 16
Furneral Director	6, 16
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Internal Revenue Agent	7, 17
Laundry Operator	7, 40
Manager, Apartment	7, 18
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Recreation Leader	9, 21
Travel Consultant	12, 25

OVIS SCALE 12

	CARD NO.
Accountant	1, 26
Accountant, Junior	1, 26
Bookkeeper	1
Clerk, Admitting	1
Clerk, Billing	1
Clerk, File	1
Clerk, General Office	1
Clerk, Payroll	1
Clerk-Typist	2
Court Reporter	2
Credit Collector	2
Fingerprint Classifier	2
Mail Carrier	2
Manager, Loan	2
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Maid	3
Stenographer	3
Surveyor	3, 33, 42
Weather Forecaster/Meteorologist	3, 12

OVIS SCALE 13

	CARD NO.
Accountant	1, 26
Accountant, Junior	1, 26
Surveyor	3, 33, 42
Weather Forecaster/Meterologist	3, 12

OVIS SCALE 14

	CARD NO.		CARD NO
Accountant	1, 26	Office Machine Serviceman	20, 3
Accountant, Junior	1, 26	Painter, Sign	31
Atomic Energy Technician	13, 26	Patternmaker	31
Automatic Transmission Specialist	13, 26	Photoengraver	20, 3
Auto New Car Get Ready Man	27	Piano Tuner	31
Bricklayer	14, 27	Pipefitter	21, 3
Boiler Maker	13	Plumber	21, 3
Cable Splicer	14, 27	Presser (Dry Cleaners)	31
Carpenter	27	Real Estate Appraiser	32
Core Maker	14, 27	Repairman Appliance	21, 3
Darkroom Technician	15, 27	Repairman, Auto Body	22, 3
Dental Laboratory Technician	15, 28	Repairman, Camera	22, 3
Farmer, Dairy	28	Repairman, Electrical	22, 3
Farmer, General	28	Repairman, Instrument	22, 3
Furnace Installer	16, 29	Repairman, Meter	22, 3
Gas Utility Man	17, 29	Repairman, Radiator (Auto)	22, 3
Iron Worker, Ornamental	17, 29	Repairman, Radio and TV	22, 3
Laboratory Assistant	17, 29	Repairman, Sewing Machine	32
Lineman (Light & Power)	18, 29	Repairman, Shoe	22, 3
Locksmith	18, 29	Repairman, Telephone	22, 3
Mechanic, Air Conditioning	18, 29	Repairman, Vending Machine	22, 3
Mechanic, Automobile	19, 30	Roofer	33
Mechanic, Diesel	19, 30	Sheet Metal Worker	24, 3
Mechanic, Farm Equipment	30	Sign Erector	24, 3
Mechanic, Front End	19, 30	Surveyor	3, 33, 4
Mechanic, Industrial	19, 30	Taxidermist	33
Mechanic, Motorboat	19, 30	Telephone Installer	24, 3
Mechanic, Motorcycle	19, 30	Telephone Lineman	24, 3
Millwright	19, 30	Upholsterer (Furniture)	34
Molder	20, 31	Watchmaker	34

OVIS SCALE 15

	CARD NO.
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artist, Commercial	13, 26
Chemist, Analytical	14, 27
Ecologist	15, 28
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Farmer, Dairy	28
Farmer, General	28
Floral Designer	16, 28
Forester	16, 28
Ornamental Horticulturist	20, 31
Pharmacist	31
Printer	21, 32
Soil Fertility Expert	24, 33

OVIS SCALE 16

	CARD NO.
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artist, Commercial	13, 26
Atomic Energy Technician	13, 26
Automatic Transmission Specialist	13, 26
Boiler Maker	13
Chemist, Analytical	14, 27
Ecologist	15, 28
Engineer, Agricultural	15, 28
Engineer, Civil	16, 28
Farmer, Dairy	16, 28
Famer, General	28
Floral Designer	28
Forester	16, 28
Furnace Installer	16, 28
Gas Utility Man	16, 29
Jeweler	17, 29
Locksmith	17, 29
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	18, 29
Mechanic, Bowling Alley	19, 30
Mechanic, Diesel	19, 30
Mechanic, Farm Equipment	19, 30
Mechanic, Front End	30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19, 30
Mechanic, Motorcycle	19, 30
Millwright	19, 30
Office Machine Serviceman	20, 31
Ornamental Horticulturist	20, 31
Pharmacist	31
Printer	21, 32
Sheet Metal Worker	24, 33
Soil Fertility Expert	24, 33

OVIS SCALE 17

	CARD NO.
Advertising Person	4
Announcer, Radio	4
Announcer, TV	4
Bank Teller	4, 13
Building Inspector	4, 14
Buyer	4, 14
Caterer	4, 14
Chiropractor	5, 14
Claims Adjuster	5, 14
Clerk, Mail	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Counter Girl (Dry Cleaners)	5
Credit Reporter	5, 15
Dental Hygienist	5, 15
Dentist	6, 15
Detective	6
Dietitian	6, 15
Dispatcher	6, 15
Draftsman	6
Editor	6
EKG Technician	6
FBI Agent	6, 16
Funeral Director	6, 16
Health Officer, County	6, 17
Inhalation Therapist	7, 17
Internal Revenue Agent	7, 17
Labor Relations Representative	7
Laundry Operator	7, 40
Lawyer	7, 17
Librarian	7, 18
Library Assistant Clerk	7, 18

	CARD NO
Manager, Apartment	7, 18
Manager, Chamber of Commerce	8
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Financial Institution	8
Manager, Hotel-Motel	8
Manager, Industrial Cafeteria	8
Manager, Personnel	8
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Optometrist	8, 20
Parole Officer	8, 20
PBX Operator	9
Podiatrist	9, 21
Policeman, Local	9
Policewoman	9
Purchasing Agent	9, 21
Ranger, Park	9, 21
Receptionist	9, 21
Reporter	9
Sanitarian	10
Secretary, General	11, 2
Secretary, Legal	11, 2
Secretary, Medical	11, 2
Social Worker	11, 2
State Trooper	11
Technologist, X-Ray	11, 2
Telephone Operator	11
Telephone Service Representative	11, 2
Ticket Agent (Airline)	11, 2
Travel Consultant	12, 2
Underwriter, Insurance	12
Veterinarian	12, 2
Weather Forecaster/Meteorologist	3, 12
Weatherman, TV	12

OVIS SCALE 18

	CARD NO.
Building Inspector	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Cook/Chef	5
Cook/Pizza	5
Detective	6
Dietitian	6, 15
Dispatcher	6, 15
Draftsman	6
FBI Agent	6, 16
Flight Instructor	6, 16
Foreman (Any Industry)	6
Funeral Director	6, 16
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Internal Revenue Agent	7, 17
Laundry Operator	7, 40
Librarian	7, 18
Lumber Yardman	7
Manager, Apartment	7, 18
Manager, Chamber of Commerce	8
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Financial Institution	8
Manager, Hotel-Motel	8
Manager, Industrial Cafeteria	8
Manager, Personnel	8
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Policeman, Local	9
Policewoman	9
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Reporter	9
State Trooper	11
Teacher Aide	11, 24
Travel Consultant	12, 25

OVIS SCALE 19

	CARD NO.
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artist, Commercial	13, 26
Atomic Energy Technician	13, 26
Auto Body Designer	13
Automatic Transmission Specialist	13, 26
Boiler Maker	13
Bricklayer	14, 27
Cable Splicer	14, 27
Chemist, Analytical	14, 27
Conservation Officer	5, 14
Core Maker	14, 27
Dental Laboratory Technician	15, 28
Display Designer	15
Ecologist	15, 28
Electrician, Construction	16, 28
Electrician, Residential	16, 28
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Floral Designer	16, 28
Forester	16, 28
Furnace Installer	16, 29
Gas Utility Man	17, 29
Histologic Technician	17
Iron Worker, Ornamental	17, 29
Laboratory Assistant	17, 29
Lens Grinder	17
Lineman (Light & Power)	18, 29
Locksmith	18, 29
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	19, 30
Mechanic, Bowling Alley	19, 30

	CARD NO.
Mechanic, Diesel	19, 30
Mechanic, Front End	19, 30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19, 30
Mechanic, Motorcycle	19, 30
Millwright	19, 30
Molder	20, 31
Office Machine Serviceman	20, 31
Ornamental Horticulturist	20, 31
Photoengraver	20, 31
Pipefitter	21, 31
Plumber	21, 31
Printer	21, 32
Repairman, Appliance	21, 32
Repairman, Auto Body	22, 32
Repairman, Camera	22, 32
Repairman, Electrical	22, 32
Repairman, Instrument	22, 32
Repairman, Meter	22, 32
Repairman, Radiator (Auto)	22, 32
Repairman, Radio and T	22, 32
Repairman, Shoe	22, 32
Repairman, Small Appliance	22, 32
Repairman, Telephone	22, 33
Repairman, Vending Machine	22, 33
Sheet Metal Worker	24, 33
Sign Erector	24, 33
Soil Fertility Expert	24, 33
Tailor	24
Telephone Installer	24, 33
Telephone Lineman	24, 34

OVIS SCALE 20

	CARD NO.
Auctioneer	4, 13
Bank Teller	4, 13
Building Inspector	4, 14
Buyer	4, 14
Caterer	4, 14
Claims Adjuster	5, 14
Controller, Air Traffic	5, 14
Dietitian	6, 15
Dispatcher	6, 15
FBI Agent	6, 16
Funeral Director	6, 16
Internal Revenue Agent	7, 17
Librarian	7, 18
Manager, Apartment	7, 18
Manager, Credit	8, 18
Manager, Data Processing	8, 18
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Port Director	9, 21
Purchasing Agent	9, 21
Ranger, Park	9, 21
Salesperson, Automobile	9, 23
Salesperson, Auto Parts	10, 23
Salesperson, Cosmetics	10, 23
Salesperson, Furniture	10, 23
Salesperson, Hardware	10, 23
Salesperson, Insurance	10, 23
Salesperson, Musical Instrument	10, 23
Salesperson, Real Estate	10, 23
Salesperson, Retail	10, 23
Salesperson, Sewing Machine	10, 23
Salesperson, Shoes	10, 23
Salesperson, TV and Appliance	10, 23
Salesperson, Women/Girls Apparel	10, 23
Salesperson, Yard Goods	10, 23
Shopper, Comparison	24
Travel Consultant	12, 25

OVIS SCALE 21

	CARD NO.
Weather Forecaster/Meteorologist	3, 12

OVIS SCALE 22

	CARD NO.
Cashier	4, 14
Clerk, Mail	5, 14
Counter Gril (Dry Cleaners)	5
Credit Reporter	5, 15
Dental Hygienist	5, 15
Detective	6
EKG Technician	6
Library Assistant Clerk	7, 18
Policeman, Local	9
Policewoman	9
Port Director	9, 21
Ranger, Park	9, 21
Receptionist	9, 21
Reporter	9
Secretary, General	11, 23
Secretary, Legal	11, 23
Secretary, Medical	11, 23
State Trooper	11
Technologist, X-Ray	11, 24
Telephone Service Representative	11, 24
Ticket Agent (Airline)	11, 25
Underwriter, Insurance	12

OVIS SCALE 23

	CARD NO.
Agricultural Agent, County	4, 13
Chiropractor	5, 15
Counselor (Camp)	5, 15
Dentist	6, 15
Health Officer, County	6, 17
Interior Decorator	7, 17
Juvenile Officer	7, 17
Lawyer	7, 17
Optometrist	8, 20
Parole Officer	8, 20
Podiatrist	9, 21
Recreation Leader	9, 21
Social Worker	11, 24
Veternarian	12, 25

OVIS SCALE 24

	CARD NO.
Agricultural Agent, County	4, 13
Chiropractor	5, 14
Counselor (Camp)	5, 15
Dentist	6, 15
Flight Instructor	6, 16
Health Officer, County	6, 17
Interior Decorator	7, 17
Juvenile Officer	7, 17
Lawyer	7, 17
Optometrist	8, 20
Parole Officer	8, 20
Podiatrist	9, 21
Recreation Leader	9, 21
Social Worker	11, 24
Teacher Aide	11, 24
Veterinarian	12, 25

KUDER DD INDEX

(Occupational Interest Survey)

Like the OVIS, the Kuder DD is a means of classifying an individual student's occupational interests. The "underlying rationale" behind the development of the Kuder DD is that people in a given occupation usually have characteristic preferences that distinguish them from people in other occupations. When the student responds to a list of individual activities, they are revealing to the counselor and/or teacher what "preferences" in terms of occupational activities they have. These preferences place them into one or more of the ten Kuder DD scales; Outdoor, Mechanical, Computational, Scientific, Persuasive, Artistic, Literary, Musical, Social Service and Clerical. From their scores on the measure, it is possible for the student to access other resource materials that are related to these scales.

OUTDOOR

	CARD NO.		CARD NO.
Agricultural Agent, County	4, 13	Flight Instructor	6, 16
Aluminum Siding Installer	37	Forester	16, 28
Ambulance Attendant	35	Fuel Oil Distributor	39
Ambulance Driver	37	Furnace Installer	16, 29
Animal Caretaker	37	Furniture Mover	39
Antenna Installer	37	Gas Utility Man	17, 29
Architect, Landscape	13, 26	Glass Installer	39
Architect, Residential	13, 26	Groundsman (Light & Power)	39
Artificial Inseminator	26	Guard/Watchman	39
Asphalt Paving Machine Operator	37	Ironworker, Ornamental	36
Asphalt Plant Operator	37	Lineman (Light & Power)	17, 29
Auctioneer	4, 13	Lumber Yardman	18, 29
Bricklayer	14, 27	Mail Carrier	7
Building Inspector	4, 14	Maintenance Man, Highway	2
Bus Driver	4	Meter Maid	40
Cable Splicer	14, 27	Meter Reader (Public Utilities)	3
Carpenter	27	Nursery Worker	3
Caterer	4, 14	Ornamental Horticulturist	40
Cement Mason	38	Painter, Construction	20, 31
Cemetery Worker	38	Painter, Sign	40
Child Care Worker	35, 36	Parking Lot Attendant	31
Concrete Mixer Operator	38	Ranger, Park	35, 36
Construction Worker	38	Real Estate Appraiser	9, 21
Counselor (Camp)	5, 15	Recreation Leader	32
Crane Operator	38	Reporter	9, 21
Dog Warden	35, 36	Sandblaster	9
Dry Wall Finisher	38	Sanitarian	41
Dry Wall Hanger	38	Service Station Attendant	10
Ecologist	15, 28	Sheet Metal Worker	36
Electrician, Construction	16, 28	Sign Erector	24, 33
Electrician, Residential	16, 28	Soil Fertility Expert	24, 33
Engineer, Agricultural	16, 28	Surveyor	24, 33
Engineer, Civil	16, 28	Taxi Driver	3, 33, 4
Exterminator	39	Telephone Lineman	11
Farmer, Dairy	28	Test Driver	24, 34
Farmer, General	28	Tow Truck Operator	34
Fence Erector	39	Tree Trimmer	42
Fireman	39	Truck Driver, Local	42
Flagman, County	36	Truck Driver, Over the Road	42
			42

MECHANICAL

	CARD NO.
Aluminum Siding Installer	37
Ambulance Driver	37
Antenna Installer	37
Architect, Landscape	13, 36
Architect, Residential	13, 36
Asphalt Paving Machine Operator	37
Asphalt Plant Operator	37
Assembly Line Worker	37
Auto Body Desinger	13
Atomic Power Reactor Operator	26
Auto Final Inspection	26
Auto New Car Get Ready Man	27
Automatic Transmission Specialist	13, 26
Baker	37
Barber	13
Barmaid	35, 36
Bartender	35, 36
Batch Plant Operator	37
Bindery Worker	37
Boiler Maker	13
Boiler Operator	37
Bottle Machine Operator	38
Bricklayer	14, 27
Building Inspector	4, 14
Bus Boy	35, 36
Bus Driver	4
Cabinet Maker	27
Cable Splicer	14, 27
Carpenter	27
Caterer	4, 14
Cement Mason	38
Cemetery Worker	38
Computer Operator	2, 27
Concrete Mixer Operator	38
Construction Worker	38
Cook/Chef	5
Cook/Pizza	5
Core Maker	14, 27
Cosmetologist/Beautician	15
Court Reporter	2
Crane Operator	38
Custodian/Janitor	38
Darkroom Technician	15, 27
Dental Assistant	15
Dental Hygienist	5, 15
Dental Laboratory Technician	15, 28
Dentist	6, 15
Dispatcher	6, 15
Display Designer	15
Draftsman	6

	CARD NO
Drill Press Operator	38
Dry Wall Finisher	38
Dry Wall Hanger	38
EKG Technician	6
Electrician, Construction	16, 28
Electrician, Residential	16, 28
Electronic Assembler	38
Electroplater	28
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Farmer, Dairy	28
Farmer, General	28
Fence Erector	39
Fiberglass Worker	39
Fingerprint Classifier	2
Flagman, County	36
Floor Covering Installer	39
Foreman (Any Industry)	6
Forklift Truck Operator	39
Foundry Worker	39
Fuel Oil Distributor	39
Furnace Installer	16, [illegible]
Furniture Mover	39
Glass Installer	39
Groundsman (Light & Power)	39
Heat Treater	39
Histologic Technician	17
Iron Worker, Ornmental	17, 29
Key Punch Operator	29
Kiln Operator	40
Lathe Operator	40
Laundry Operator	7, 40
Lens Grinder	17
Lineman (Light & Power)	18, 29
Linotype Operator	29
Locksmith	18, 29
Lumber Yardman	7
Machinist	29
Maintenace Man, Highway	40
Meat Cutter	40
Mechanic, Air Conditioning	18, 29
Mechanic, Automobile	19, 30
Mechanic, Bowling Alley	19, 30
Mechanic, Diesel	19, 30
Mechanic, Farm Equipment	30
Mechanic, Front End	19, 30
Mechanic, Industrial Truck	19, 30
Mechanic, Motorboat	19[illegible]

MECHANICAL (CONT.)

	CARD NO.
Mechanic, Motorcycle	19, 30
Medical Record Technician	2
Meter Maid	3
Meter Reader (Public Utilities)	3
Millwright	19, 30
Molder	36
Numerical Control Programmer	40
Nursery Worker	40
Office Machine Serviceman	20, 31
Offset Press Operator	40
Ornamental Horticulturist	20, 31
Painter, Automobile	40
Painter, Construction	40
Painter, Sign	31
Paperhanger	40
Paper Machine Operator	41
Patternmaker	31
PBX Operator	9
Photoengraver	20, 31
Photographer	20
Piano Tuner	31
Pilot	31
Pipefitter	21, 31
Plasterer	41
Plumber	21, 31
Polisher	41
Port Director	9, 21
Power Plant Operator	41
Presser (Dry Cleaners)	31
Printer	21, 32
Production Helper (Paper & Pulp)	41
Quarry Worker	41
Railroad Brakeman	41
Railroad Towerman	41
Recreation Leader	9, 21
Refinery Worker	41
Refuse Collector	41
Repairman, Appliance	21, 32
Repairman, Auto Body	22, 32
Repairman, Camera	22, 32
Repairman, Electrical	22, 32
Repairman, Instrument	22, 32
Repairman, Meter	22, 32
Repairman, Radiator (Auto)	22, 32
Repairman, Radio and TV	22, 32
Repairman, Sewing Machine	32

	CARD NO
Repairman, Shoe	22
Repairman, Small Appliance	22
Repairman, Telephone	22
Repairman, Vending Machine	22
Rigger	33
Rod Chainman	33
Roofer	33
Salesperson, Automobile	9,
Salesperson, Auto Parts	10
Salesperson, Furniture	10
Salesperson, Hardware	10
Salesperson, Sewing Machine	10
Salesperson, TV and Appliance	10
Sandblaster	41
Sanitarian	10
Service Station Attendant	36
Sewage Plant Operator	41
Sewing Machine Operator	42
Sheet Metal Worker	24
Sign Erector	24
Soil Fertility Expert	24
Stewardess (Airline)	35
Surveyor	3,
Taxi Driver	11
Technologist, X-Ray	11
Telephone Installer	24
Telephone Lineman	24
Telephone Operator	11
Telephone Service Representative	11
Teletype Operator	3
Terrazo Worker	42
Test Driver	34
Tile Setter	42
Tool Crib Attendant	12
Tool and Die Maker	34
Tool Grinder Operator	34
Tow Truck Operator	42
Tree Trimmer	42
Truck Driver, Local	42
Truck Driver, Over the Road	42
Upholsterer (Furniture)	34
Waiter/Waitress	35
Watchmaker	34
Weighmaster	34
Welder	42
Welldriller	42
Woodworking Machine Operator	42

COMPUTATIONAL

	CARD NO.
Accountant	1, 26
Accountant, Junior	1, 26
Atomic Energy Technician	13, 26
Atomic Power Reactor Operator	26
Bank Teller	4, 13
Bookkeeper	1
Buyer	4, 14
Car Rental Agent	4
Cashier	4, 14
Chemical Operator	38
Chemist, Analytical	14, 27
Claims Adjuster	5, 14
Computer Operator	2, 27
Computer Programmer	5
Controller, Air Traffic	5, 14
Credit Collector	2
Draftsman	6
EKG Technician	6
Flight Instructor	6, 16
Health Officer, County	6, 17
Histologic Technician	17
Inhalation Therapist	7, 17
Internal Revenue Agent	7, 17
Jeweler	17, 29
Key Punch Operator	29
Librarian	7, 18
Library Assistant Clerk	7, 18
Linotype Operator	29
Manager, Credit	8, 18

	CARD NO.
Manager, Data Processing	8, 18
Manager, Financial Institution	8
Manager, Hotel-Motel	8
Manager, Industrial Cafeteria	8
Manager, Loan	2
Manager, Personnel	8
Manager, Restaurant	8, 18
Manager, Theater	8, 18
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Numerical Control Programmer	40
Pilot	31
Pipefitter	21, 31
Plumber	21, 31
Purchasing Agent	9, 21
Salesperson, Insurance	10, 23
Salesperson, Real Estate	10, 23
Secretary, Legal	11, 23
Shopper, Comparison	24
Tailor	24
Technologist, X-Ray	11, 24
Tool and Die Maker	34
Tool Grinder Operator	34
Travel Consultant	12, 25
Underwriter, Insurance	12
Watchmaker	34
Welldriller	42

SCIENTIFIC

	CARD NO.
Agriculture Agent, County	4, 13
Ambulance Attendant	35
Animal Caretaker	37
Architect, Landscape	13, 26
Architect, Residential	13, 26
Artificial Inseminator	26
Atomic Energy Technician	13, 26
Atomic Power Reactor Operator	26
Auto Body Designer	13
Boiler Maker	13
Chemical Operator	38
Chemist, Analytical	14, 27
Chiropractor	5, 14
Computer Programmer	5
Controller, Air Traffic	5, 14
Darkroom Technician	15, 27
Dental Assistant	15
Dental Hygienist	5, 15
Dental Laboratory Technician	15, 28
Dentist	6, 15
Detective	6
Dietitian	6, 15
Ecologist	15, 28
EKG Technician	6
Engineer, Agricultural	16, 28
Engineer, Civil	16, 28
Exterminator	39
Farmer, Dairy	28
Farmer, General	28
FBI Agent	6, 16
Fingerprint Classifier	2
Forester	16, 28
Fuel Oil Distributor	39
Funeral Director	6, 16
Gas Utility Man	17, 29
Health Officer, County	6, 17
Histologic Technician	17
Inhalation Therapist	7, 17
Interior Decorator	7, 17
Jeweler	17, 29
Laboratory Assistant	17, 29
Labor Relations Representative	7
Lens Grinder	17

	CARD NO.
Mechanic, Air Conditioning	18, 29
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Numerical Control Programmer	40
Nurse Aide	35, 36
Nurse, License Practical	20
Nurse, Registered	20
Nursery Worker	40
Optometrist	8, 20
Orderly	35
Ornamental Horticulturist	20, 31
Pharmacist	31
Pilot	31
Podiatrist	9, 21
Policeman, Local	9
Policewoman	9
Port Director	9, 21
Power Plant Operator	41
Psychiatric Aide	35
Ranger, Park	9, 21
Secretary, Medical	11, 2
Sheriff's Deputy	36
Soil Fertility Expert	24, 3
State Trooper	11
Surveyor	3,33,
Taxidermist	33
Technologist, X-Ray	11, 2
Therapist, Physical	25
Tree Trimmer	42
Veterinarian	12,
Weather Forecaster/Meteorologist	3, 1
Weighmaster	34
Welldriller	42

PERSUASIVE

	CARD NO.		CARD NO
Accountant	1, 26	Manager, Hotel-Motel	8
Accountant, Junior	1, 26	Manager, Industrial Cafeteria	8
Advertising Person	4	Manager, Loan	2
Announcer, Radio	4	Manager, Personnel	8
Announcer, TV	4	Manager, Restaurant	8, 18
Artist, Commercial	13, 26	Manager, Theater	8, 18
Auctioneer	4, 13	Meat Cutter	40
Bank Teller	4, 13	Medical Record Administrator	2
Barmaid	35, 36	Meter Maid	3
Bartender	35, 36	Meter Reader (Public Utilities)	3
Building Inspector	4, 14	Model	36
Bus Boy	35, 36	Nurse Aide	35, 36
Buyer	4, 14	Nurse, Licensed Practical	20
Car Rental Agent	4	Nurse, Registered	20
Chiropractor	5, 14	Optometrist	8, 20
Claims Adjuster	5, 14	Orderly	35
Controller, Air Traffic	5, 14	Parole Officer	8, 20
Cosmetologist/Beautician	15	PBX Operator	9
Counselor (Camp)	5, 15	Pharmacist	31
Credit Collector	2	Policeman, Local	9
Dental Hygienist	5, 15	Policewoman	9
Dentist	6, 15	Port Director	9,
Detective	6	Proofreader	3
Dog Warden	35, 36	Purchasing Agent	9, 21
Ecologist	15, 28	Psychiatric Aide	35
Editor	6	Railroad Towerman	41
Engineer, Agricultural	16, 28	Ranger, Park	9, 21
Engineer, Civil	16, 28	Real Estate Appraiser	32
FBI Agent	6, 16	Reporter	9
Flight Instructor	6, 16	Salesperson, Automobile	9, 23
Floral Designer	16, 28	Salesperson, Auto Parts	10, 23
Foreman (Any Industry)	6	Salesperson, Cosmetics	10, 23
Funeral Director	6, 16	Salesperson, Furniture	10, 23
Guard/Watchman	36	Salesperson, Hardware	10, 23
Internal Revenue Agent	7, 17	Salesperson, Insurance	10, 23
Jeweler	17, 29	Salesperson, Musical Instrument	10, 23
Juvenile Officer	7, 17	Salesperson, Real Estate	10, 23
Labor Relations Representative	7	Salesperson, Retail	10, 23
Lawyer	7, 17	Salesperson, Sewing Machine	10, 23
Librarian	7, 18	Salesperson, Shoe	10, 23
Library Assistant Clerk	7, 18	Salesperson, TV and Appliance	10, 23
Manager, Apartment	7, 18	Salesperson, Women/Girls Apparel	10, 23
Manager, Chamber of Commerce	8	Salesperson, Yard Goods	10, 23
Manager, Credit	8, 18	Sheriff's Deputy	36
Manager, Data Processing	8, 18	Social Worker	11, 24
Manager, Financial Institution	8	Soil Fertility Expert	24, 33

PERSUASIVE (CONT.)

	CARD NO.
State Trooper	11
Stewardess (Airline)	35, 36
Tailor	24
Teacher Aide	11, 24
Telephone Operator	11
Telephone Service Representative	11, 24
Therapist, Physical	25
Ticket Agent (Airline)	11, 25
Travel Consultant	12, 25
Underwriter, Insurance	12
Veterinarian	12, 25
Weather Forecaster/Meteorologist	3, 12
Weatherman, TV	12

ARTISTIC

	CARD NO.		CARD NO.
Advertising Person	4	Funeral Director	6, 16
Architect, Landscape	13, 26	Interior Decorator	7, 17
Architect, Residential	13, 26	Jeweler	17, 29
Artisit, Commercial	13, 26	Model	36
Auto Body Designer	13	Nursery Worker	40
Baker	37	Painter, Automobile	40
Barber	13	Painter, Construction	40
Bricklayer	14, 27	Painter, Sign	31
Cabinet Maker	27	Paperhanger	40
Carpenter	27	Photoengraver	20, 31
Cement Mason	38	Photographer	20
Cook/Chef	5	Plasterer	41
Cook/Pizza	5	Printer	21, 32
Cosmetologist/Beautician	15	Sign Erector	24, 33
Darkroom Technician	15, 27	Tailor	24
Dentist	6, 15	Taxidermist	33
Display Designer	15	Terrazo Worker	42
Draftsman	6	Tile Setter	42
Dry Wall Finisher	38	Upholsterer (Furniture)	34
Dry Wall Hanger	38	Welder	42
Floral Designer	16, 28	Woodworking Machine Operator	42

LITERARY

	CARD NO.		CARD NO.
Announcer, Radio	4	Librarian	7, 18
Announcer, TV	4	Library Assistant Clerk	7, 18
Artist, Commercial	13, 26	Proofreader	3
Court Reporter	2	Reporter	9
Editor	6	Weather Forecaster/Meteorologist	3, 12
Lawyer	7, 17	Weatherman, TV	12

MUSICAL

	CARD NO.
Announcer, Radio	4
Announcer, TV	4
Piano Tuner	31
Salesperson, Musical Instrument	10, 23

SOCIAL SERVICE

	CARD NO.
Agricultural Agent, County	4, 13
Ambulance Attendant	35
Ambulance Driver	37
Animal Caretaker	37
Artificial Inseminator	26
Building Inspector	4, 14
Child Care Worker	35, 36
Chiropractor	5, 14
Counselor (Camp)	5, 15
Court Reporter	2
Dental Assistant	15
Dental Hygienist	5, 15
Dentist	6, 15
Detective	6
Dietitian	6, 15
Dog Warden	35, 36
Ecologist	15, 28
EKG Technician	6
Exterminator	39
FBI Agent	6, 16
Fireman	39
Forester	16, 28
Funeral Director	6, 16
Health Officer, County	6, 17
Histologic Technician	17
Inhalation Therapist	7, 17
Juvenile Officer	7, 17
Maid	40
Mail Carrier	2

	CARD NO
Medical Record Administrator	2
Medical Record Clerk	2
Medical Record Technician	2
Meter Maid	3
Nurse Aide	35, 3
Nurse, Licensed Practical	20
Nurse, Registered	20
Optometrist	8, 20
Orderly	35
Parole Officer	8, 20
Pharmacist	31
Podiatrist	9, 21
Policeman, Local	9
Policewoman	9
Psychiatric Aide	35
Ranger, Park	9, 21
Secretary, Legal	11, 2
Secretary, Medical	11, 2
Sheriff's Deputy	36
Social Worker	11, 2
State Trooper	11
Teacher Aide	11, 2
Technologist, X-Ray	11, 2
Therapist, Physical	25
Veterinarian	12, 2

CLERICAL

	CARD NO.		CARD NO
Accountant	1, 26	Numerical Control Programmer	40
Accountant, Junior	1, 26	Nurse Aide	35, 36
Advertising Person	4	Nurse, Licensed Practical	20
Bank Teller	4, 13	Nurse, Registered	20
Bookkeeper	1	Parole Officer	9
Building Inspector	4, 14	PBX Operator	9
Buyer	4, 14	Policeman, Local	9
Car Rental Agent	4	Policewoman	
Cashier	4, 14	Purchasing Agent	9, 21
Claims Adjuster	5, 14	Psychiatric Aide	35
Clerk, Admitting	1	Ranger, Park	9, 21
Clerk, Billing	1	Real Estate Appraiser	32
Clerk, Catalog	27	Receptionist	9, 21
Clerk, File	1	Reporter	9
Clerk, General Office	1	Salesperson, Automobile	9, 23
Clerk, Mail	5, 14	Salesperson, Auto Parts	10, 23
Clerk, Payroll	1	Salesperson, Cosmetics	10, 23
Clerk-Typist	2	Salesperson, Furniture	10, 23
Computer Programmer	5	Salesperson, Hardware	10, 23
Counter Girl (Dry Cleaners)	5	Salesperson, Insurance	10, 23
Court Reporter	2	Salesperson, Musical Instrument	10, 23
Credit Collector	2	Salesperson, Real Estate	10, 23
Credit Reporter	5, 15	Salesperson, Retail	10, 23
Dental Assistant	15	Salesperson, Sewing Machine	10, 23
Dispatcher	6, 15	Salesperson, Shoe	10, 23
Draftsman	6	Salesperson, TV and Appliance	10, 23
Editor	6	Salesperson, Women/Girls Apparel	10, 23
Flight Instructor	6, 16	Salesperson, Yard Goods	10, 23
Interior Decorator	7, 17	Secretary, General	11, 23
Internal Revenue Agent	7, 17	Secretary, Legal	11, 23
Juvenile Officer	7, 17	Secretary, Medical	11, 23
Key Punch Operator	29	Sheriff's Deputy	36
Laboratory Assistant	17, 29	Shopper, Comparison	24
Librarian	7, 18	Social Worker	11, 24
Library Assistant Clerk	7, 18	State Trooper	11
Manager, Apartment	7, 18	Stenographer	3
Manager, Credit	8, 18	Surveyor	3, 33,
Manager, Data Processing	8, 18	Teacher Aide	11, 24
Manager, Financial Institution	8	Telephone Operator	11
Manager, Hotel-Motel	8	Ticket Agent (Airline)	11, 25
Manager, Industrial Cafeteria	8	Travel Consultant	12, 25
Manager, Loan	2	Truck Driver, Local	42
Manager, Personnel	8	Truck Driver, Over the Road	42
Manager, Restaurant	8, 18	Underwriter, Insurance	12
Manager, Theater	8, 18	Weighmaster	34
Medical Record Administrator	2		
Medical Record Clerk	2		
Medical Record Technician	2		

CAREER PLANNING

To be used in a group counseling situation or a classroom activity.

Description:

Following are several career planning activities that you may wish to reproduce and use with your students on an individual basis or to be used in an organized group counseling situation. These materials are provided as an example only. You may wish to change some of the activities to meet the specific program of your school. Any reactions you have to these activities will be appreciated by the Michigan V.I.E.W. Laboratory for inclusion in further revisions of these materials in coming years.

CAREER PLANNING ACTIVITIES

The selection of an occupation is a very difficult but important decision in anyone's life. As you know, it is sometimes difficult for your students to begin thinking of careers, and as a result many young people leave school and enter into occupations which they really have not thought much about. To avoid this situation, students should begin career planning as early in their schooling as possible.

Preparing students for the world of work involves a commitment by your school; (1) to allow students to understand themselves, (2) to become acquainted with the world of work. Matching the two concepts of self-exploration and career exploration, allows a clear avenue to a valid career decision.

Section 4:	(Self-Exploration) of this work sheet is designed to help the students get to know more about the self.
Section 5:	(Career Exploration) will help individuals learn more about the world of work.
Section 6:	(Decision Making) will help the individual to make some tentative decision about a career.
Section 7:	(Career Oriented Classroom Activities) contains helpful games and acitivities which can be utilitized in group situations.

SELF EXPLORATION

Part 1

RATIONALE: Abilities are what you can do. They are part of your personality and will help you choose the direction you will follow in your career exploration.

GOAL: To discover what your abilities are in certain areas.

ACTIVITY #1:

List as many of your abilities as you can. Examples are given.

EXAMPLE: It is easy for me to meet new people
It is easy for me to get good grades in math
It is easy for me to lift 100 pounds
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________
It is easy for me ______________________

ACTIVITY #2:

It is just as important to know what you cannot do well. List those things you find hard to do.

EXAMPLE: It is hard for me to swim

It is hard for me to talk to large groups of people.

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

It is hard for me to ____________________

SELF EXPLORATION

Part II

RATIONALE:

Interests are those things which you enjoy doing. It is important to know and understand the activities which you "like" or "do not like" to do.

GOAL:

To discover those areas of activities which you "like" or "dislike".

ACTIVITY #1:

When you visit your counselor regarding the results of these tests, ask for the results of all the standardized tests which you have taken in school. This information will help you in deciding what occupations you should explore.

ACTIVITY #2:

Read the following list of activities and put a "X" in column "L" if you think you would like doing that activity and a "X" in column "D" if you think that you would dislike doing that activity. If you are not sure put an "X" in the center column (?).

	L	?	D
Sketch or paint pictures			
Create artistic designs			
Arrange or decorate home interiors			
Carve objects from clay or stone			
Take photographs			
Design styles for clothing			
Sing as a paid entertainer			
Play a musical instrument			
Compose or arrange music			
Conduct an orchestra or band			
Write short stories or books			
Write articles			

	L	?	D
Report event or activities			
Edit or rewrite news items			
Write TV and radio scripts			
Act in a play			
Dance classical or interpretative dances			
Comment on news for radio and TV			
Announce radio and TV programs			
Plan professional baseball or other sports			
Instruct classes of students			
Show others how to play new sports or games			
Select and catalog books and peridicals			
Advise people about their personal problems			
Interview and counsel people about jobs or schooling			
Build and test electronic equipment			
Install and repair telephone switchboards			
Repair radio and TV sets			
Paint or do paperhanging in houses			
Fix drains and faucets			
Lay bricks to construct walls and chimneys			
Build frame houses and other wooden structures			
Assemble and repair watches or cameras			
Cut, sew, and fit cloth, leather, or fur			

	L	?	D
Make or repair furniture or cabinets			
Cut and shape glass or stone			
Make jewelry			
Letter or stencil posters and signs			
Set type by hand for printing			
Operate machines to set type			
Develop and print pictures			
Make bread, cakes and other bakery products			
Operate furnaces or ovens to heat or melt metals			
Guard property against fire, theft, or damage			
Inspect articles by use of simple measuring devises			
Sort articles by size and color			
Operate automatic metal working machines			
Operate machine to fill bottles, jars, or cans with liquids			
Use precision measuring instruments to inspect products for flaws			
Conduct public opinion surveys			
Conduct studies on economic problems			
Direct traffic			
Enforce State and National laws			
Direct fire fighting and prevention in factory			
Inspect machines and working conditions to prevent accidents			
Perform nursing duties in hospital or home			

	L	?	D
Make chemical or laboratory tests	___	___	___
Treat animals for injury or disease	___	___	___
Prepare medicines according to prescriptions	___	___	___
Conduct experiments in properties of metals or other materials	___	___	___
Do medical X-ray work	___	___	___
Plan menus for hospitals, schools or hotels	___	___	___
Prepare financial statements for a company	___	___	___
Assist clients in obtaining legal rights	___	___	___
Purchase supplies for a large firm	___	___	___
Patrol forest lands	___	___	___
Observe and report weather conditions	___	___	___
Explore and chart earth's crust to locate gas and oil deposits	___	___	___
Plan and design roads and bridges	___	___	___
Design tools, machines, and electric equipment	___	___	___
Pilot an airplane for a commercial line	___	___	___
Work out high-speed computer problems using mathematics	___	___	___
Lay out machinery and plan flow or work in a factory	___	___	___
Observe and plot light flashes on radar scope to report air traffic	___	___	___
Draft plans for tools or machines	___	___	___
Make detailed drawings form specifications for buildings	___	___	___
Survey land to determine its measurements and contour	___	___	___

	L	?	D
Drive a trailer-truck or bus	___	___	___
Operate cranes and power shovels to move materials	___	___	___
Supervise clerical staff in an office	___	___	___
Organize and direct operations of a factory	___	___	___
Supervise a group of salesmen	___	___	___
Operate office machines such as adding or calculating machines	___	___	___
Check bills for errors	___	___	___
Figure commissions and expenses	___	___	___
Make change and cash checks	___	___	___
Keep a set of books for a business concern	___	___	___
Type letters and reports	___	___	___
Take dictation in shorthand	___	___	___
Keep inventory of materials and equipment	___	___	___
Operate a mimeograph machine	___	___	___
File reports alphabetically	___	___	___
Sort and deliver letters	___	___	___
Sell furniture in a store	___	___	___
Sell insurance or real estate	___	___	___
Sell building and construction equipment	___	___	___
Demonstrate cosmetics for sale	___	___	___
Canvass homes to demonstrate and sell products	___	___	___
Contact buyer for supermarket to get order for merchandise	___	___	___
Sell tickets and make change at theater	___	___	___
Deliver products over an established route	___	___	___

	L	?	D
Conduct tours and act as guide			
Sell gas and oil at a service station			
Interview persons to get census information			
Question motorists to get information for highway planning commission			
Operate a telephone switchboard			
Make appointments and answer telephone			
Make collections from customers			
Direct customers to proper departments in store			
Talk to customers about complaints			
Tend machines which mix or cook foods or drugs			
Operate equipment to refine petroleum products			
Operate a concrete mixer			
Weld metal parts together using automatic welding machine			
Drill with a jackhammer in ore or rock			
Straighten bent fenders and auto bodies			
Operate power sewing machine to make clothing			
Pack fruit or vegetables for market			
Assemble metal parts with handtools			
Wind electrical coils and armatures			
Feed metal stock into machine to cut or shape metal products			
Tend sawing or boring woodworking machines			
Polish marble or granite by machine			

	L	?	D
Use machines to press, stretch, or pleat fabrics			
Mix paints according to formulas			
Tend tanks to dye or bleach leather			
Operate equipment making or treating paper			
Distribute printed advertising to			
Stack bundles of wheat, oats, and barley			
Carry and set stakes in a surveying crew			
Model clothing for customers			
Cook in a restaurant			
Plan and prepare meals in a private home			
Bake cakes, cookies, and other pastries for customers			
Order food supplies for hotel			
Take charge of playroom for children			
Organize games and read to small children			
Take care of and feed infants in a nursery			
Give shampoos, manicures, and facials			
Direct patrons to tables in restaurant			
Give service to airline passengers during flight			
Plant, cultivate, and harvest crops			
Raise and care for cattle, hogs, horses, and chickens			
Plant and care for flowers, lawn and shrubbery			
Catch large quantities of fish and market them			

	L	?	D
Work aboard tugboats, barges, and river boats			
Operate a fish hatchery			
Saw, trim and chop trees in forest areas			
Construct and repair metal machines, parts, and tools			
Work with drills and lathes to cut and shape metals			
Grind lenses for cameras and microscopes			
Operate machines to saw and shape wood			
Oil, adjust, and repair machinery			
Repair and overhaul automobile engines			
Repair typewriters, calculators, and adding machines			
Operate textile looms or hosiery-knitting machines			
Operate printing press			

****

ACTIVITY #3

Of all these activities which five do you like the most!

1 ____
2 ____
3 ____
4 ____
5 ____

****

Which five do you like the least!

1 ____
2 ____
3 ____
4 ____
5 ____

ACTIVITY #5:

List other activities that you like which were not listed.

ACTIVITY #6:

List other activities which you do not like to do.

SELF EXPLORATION

Part III

RATIONALE:

Goals are part of your personality. They are things you desire to do in the future. Some careers will help you more than others in meeting your goals.

GOALS:

To be aware and identify your future goals.

ACTIVITY #1:

List as many of your goals as you can think of.

EXAMPLE: I want to go to college

I want to quit school

I want to get married

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

I want to ________________

ACTIVITY #2:

Interview your parents and other relatives in this section to determine how they got their jobs.

1. Family occupations: Can you list the jobs of each of these persons in your family? (List only those in your particular family).

Father: ______

Mother: ______

Brothers: ______

Sisters: ______

Grandfathers: ______

Grandmothers: ______

Great Grandfathers: ______

Great Grandmothers: ______

Is there a pattern of types of occupations within your family? ______

2. How did your parents choose their work careers? ______

______

______

3. What types of training were were involved in your parents careers?

	Father	Mother
School		
On the job training		
Apprentice		
Other		

4. Can you list five industries in your community, that hire 20 or more persons?

1. ______
2. ______
3. ______
4. ______
5. ______

CAREER EXPLORATION

Part I

ACTIVITY #1:

Please answer all these questions truthfully.

1. Where can career information be located in your school?

   1. ______________________________
   2. ______________________________
   3. ______________________________

2. List three ways that you could gather information about an interesting career:

   1. ______________________________
   2. ______________________________
   3. ______________________________

3. Have you ever investigated an interesting job? Yes___ No.

   If yes, what method did you use to locate your information?

   ____

   ____

4. Have you ever used a library catalog to locate information about a career?

   Yes___ No___

5. Have you ever talked with a person about their job?

   Yes___ No___

YOU AS A PERSON

6. Have you ever thought of yourself as a person doing a job?

   Yes___ No___

   If so, what jobs? ______________________________

   Do you have the necessary qualifications to do this work?

   Yes ____ No____

7. All jobs relate to working with either data, people or

things. If you were to choose today, which of these three would be most important to you in selecting an occupation?________________________________

8. What are special interests that you have?

    1. ________________________________
    2. ________________________________
    ____
    4. ________________________________
    5. ________________________________

9. Hobbies?

    1. ________________________________
    2. ________________________________
    3. ________________________________
    4. ________________________________
    5. ________________________________

10. Aptitudes?

    1. ________________________________
    2. ________________________________
    3. ________________________________
    4. ________________________________
    5. ________________________________

11. Name the part-time jobs available to young people your age.

    1. ________________________________
    2. ________________________________
    3. ________________________________
    4. ________________________________
    5. ________________________________

12. What do these words mean?

1. Occupation-
2. Career-
3. Aptitude-
4. Interests-
5. Apprentice-
6. Vocation-

13. If you were to choose a job now, would you prefer to:

____stay in home community ____stay in Michigan

____stay in this area ____move to another part of the country

14. Have you ever thought of your school record in terms of later careers?

___Yes ___No

If so, how? ____

____

15. How can you review your past record for possible clues to future educational choices?

____

____

____

E 3

CAREER EXPLORATION

Part II

RATIONALE:

If you now feel you have some awareness of your interests, abilities, and goals, and some idea of occupations you would like to investigate, you are ready for VIEW. If at this time you are still uncertain go and see your counselor. VIEW will help you get a realistic idea of requirements, qualifications, preparation, training, prospects, opportunities, training programs, local labor prospects, contacts to make, salaries, and things to rezd for each occupation. Part II will help you organize the information you are finding about careers.

OBJECTIVE:

To locate the appropriate microfilm and to learn to operate the microfilm reader or reader-printer.

ACTIVITY #1:

1. Go to the VIEW machine, you will find a deck of microfiche cards. These cards are in alphabetical order and color coded by job fields.

2. Refer to the Index to get the appropriate occupation you desire to investigate.

3. Remove the microfiche card from the deck and place in the microfilm reader or reader-printer.

4. After you place the microfiche into the VIEW machine, set the coordinates to H-14. This page tells you how to find the individual VIEW scripts.

   Example: If you are looking for the occupation of an Ambulance Driver, you will notice that it is located in the Things Cluster Occupation Card Number 37. Once you have found Card 37, locate the coordinate G-14 on the reader. Scanning the card you find that Ambulance Driver will be located at A6. Move the pointer to A6. The first page of the VIEW Script Ambulance Driver will appear on the screen.

CAREER EXPLORATION

Part III

Individual Career Exploration

QUESTIONS:

The questions listed below are intended to help you in your search for the kinds of facts you will want to get before you decide whether or not to choose a particular occupation as a career. If any question does not apply to the occupation you are studying, ignore it. If any question would require excessive work in order to get information that you are sure would have no effect upon your occupational choice, ignore it. Use this outline, not as a blueprint or rigid specifications, but as a checklist, to be sure you do not overlook any item of importance to you. Use it also as a guide in taking and in arranging your notes for any reports you may prepare.

INTRODUCTION: Name of job studying:______________

Interesting facts about the service which workers in this occupation render to other people, about the origin and history of the work, etc.

1. ____
2. ____
3. ____

FUTURE PROSPECTS:

1. Are workers in demand today? ____YES ____NO

   Give evidence:______________________________________

   ____

2. Is employment expected to increase or decrease? ____________

   Much___ or Little ___ Why? ____________________

   ____

3. Can a person practice this occupation anywhere he wishes to live? ____YES ____NO

NATURE OF WORK:

Check your description of the work against the following list of words to see if you have told all that you should.

Walk
Jump
Run
Balance
Climb
Crawl

Kneel
Stand
Tuen
Stoop
Crouch
Sit

Reach
Lift
Carry
Throw
Push
Pull

Handle
Finger
Feel
Talk
Hear
See

1. Is the work done inside___ outside___ or both? ___
2. Is it done under abnormal conditions of high ___ low ___ or changing temperature? ___
3. Is the place of work likely to be dry ___ humid ___ wet ___ dusty ___ dirty___ noisy___ cramped___ inadequately lighted___ inadequately ventilated___
4. Is the work done with others___ around others___ or alone?___

QUALIFICATIONS: for a ____________________

Age. What are the upper and lower age limits for entrance and retirement?

Sex. Do employers who hire people in this occupation discriminate against them because of their sex? YES___ NO ___ Are there reasonable opportunities for both? YES___ NO___ Is there any more active demand for the other? YES___ NO___

Height and Weight. Are there any minimum or maximum requirements? YES___ NO___
What are they? ________________________________

Other physical requirements. Are there any other measureable physical requirements, e.g., 20/20 vision YES___ NO___

freedom from color blindness YES___ NO___

average or superior hearing YES___ NO___

physical strenght YES___ NO___

Others: ____

____

Aptitudes and interests. Has there been any research on aptitudes required? YES___ NO___
Has any vocational interest test been validated on workers in this occupation? YES___ NO___

Tools and equipment. Must these be supplied by the worker at his own expense, as a physician must equip his office? YES___ NO___ What is the average cost? ___

What provisions, if any, are made for apprenticeship or other training on the job?

____

Is experience of some kind prerequisite to entrance? __YES __NO

Describe. ______________________________________

Entrance. How does one get his first job? ____________________

____

By taking an examination? ___YES ___NO By applying to employers ___YES ___NO By joining a union? ___YES ___NO By registering with employment agencies? ___YES ___NO By saving to acquire capital and opening his own business? ___YES ___NO How much capital is required? ______________________

State types of places in which the worker may find employment.

____

____

Advancement. What proportion of workers advance? ______

To what? ____________________

After how long and after what additional preparation or experience? ______________________________

What are the related occupations to which this may lead, if any?

____

Earnings. What are the most dependable average figures you can find on earnings by week, month, or year? ____________________

____

What is the range of the middle 50 per cent? ________________

Pay most attention to beginning wages and average wages of all workers. Avoid misleading emphasis on the exceptional worker who is highly paid.

Include extra earnings from tips, commissions, free board and room, expense allowances for auto, travel, etc. Mention deductions for uniforms, union dues, pension and insurance plans, etc.

Are earnings higher or lower in certain parts of the United States or in certain branches of the occupation?

Advantages and disadvantages. Here list what workers say they like best and dislike most about their jobs.

Are hours regular or irregular, long or short?________________

Is there frequent overtime or night work?____________________

Sunday and holiday work?______________________________________

What about vacations? ____

Is employment steady, seasonal or irregular?_________________

Does one earn more or less with advancing age? Example: professional athletes?____

Is working lifetime shorter that average? Example: Model.

___YES ___NO

Are skills required transferable to other occupations?

___YES ___NO

Is the work hazardous? ___YES ___NO

What about accidents, occupational diseases?__________________

Is the worker exposed to:

Vibrations	High places	Explosives
Mechanical hazards	Danger of burns	Radiant energy
Moving objects	Electrical hazards	Toxic conditions

In comparison with other occupations requiring about the same level of ability and training, in what ways is this one more or less atrrative?

____

____

Related occupations. What are the related occupations which might prove acceptable to the person who thought he wanted to enter this one but finds either himself or the occupation lacking something.

____

____

Sources of further information. Names and addresses of major professional associations and other organizations from which you got helpful information.

____

____

Get more sheets if you wish to study more occupations.

DECISION MAKING

Part I

Follow up (Classroom activity or by counselor)

WHAT ARE YOU GOING TO DO ABOUT IT?

The purpose of this section is to help you to compare what you now know about this occupation with what you know or can learn about yourself. You are to fill in the blank which follows. This will involve some repetition of facts you have already recorded elsewhere. This repetition is necessary in order to help you to select and to bring together the most important facts, so that you can get a good look at them and decide what your next steps should be.

1. Duties. List here all the things you would have to do in this occupation that YOU think YOU could do well and enjoy doing.

2. List here all the things you would have to do in this occupation that YOU could NOT do well or that you would dislike doing.

3. Physical requirements. List here any physical requirements that you must meet in order to enter this occupation, e.g., height, weight, 20/20 vision, freedom from color blindness.

4. List here any of these physical requirements that you think you might find it hard to meet.

5. Aptitudes. List here any aptitudes in which you must be better than average, in order to do satisfactory work in this occupation, or to get the training necessary to enter it, e.g., mechanical aptitude, clerical aptitude, scholastic aptitude, finger dexterity, pitch discrimination, reaction time.

____

____

____

6. List here the names of any tests you have taken to prove these aptitudes and the results of the tests and any other evidence of the aptitudes you possess. List also the results of any tests you have taken to measure your interest in this occupation and any other evidence of your interest in it.

____

____

____

7. Preparation. List here the number of years of high school and college training that you would have to have to enter this occupation: High School________ College________

8. List here the number of years of high school and college training that you think you have the ability, the money, and the desire for: High School________ College________

9. Earnings. List here how much money you think you could earn in this occupation.

First year: $ ______________

After 5 years: $ ______________

After 10 years: $ ______________

10. List here how much money you think you would have to earn in order to feel that you were doing about as well as you have a right to expect.

First year: $ ______________

After 5 years: $ ______________

After 10 years: $ ______________

11. Other requirements. List here any other requirements that you must meet in order to enter this occupation, e.g., license requirements, examination, union membership.

12. List here any of these requirements that you think you might find it hard to meet.

13. Number of jobs. List here how many persons are employed in this occupation in the community in which you wish to work.

14. List here the best estimate you can get of how many jobs in this occupation become vacant each year, in the community in which you wish to work.

15. Job satisfaction. Ask several persons now working in this occupation what they like best and dislike most about it.

List here the things that most of them say they like most.	List here the things that most of them say they dislike most.

16. Miscellaneous. List here any other reasons why you think this would be a good occupation for you to enter.

17. List here any other reasons why you think this would not be a good occupation for you to enter.

SUMMARY: Go back over the things you have written down on the preceding pages and:

18. List here the most important reasons why you think this would be a good occupation for you to enter.

19. List here the most important reasons why you think this should not be a good occupation for you to enter.

20. Tentative decision. If you had to decide today whether or not to enter this occupation, what would you decide, and why?

CAREER ORIENTED CLASSROOM ACTIVITIES
To Be Used By Teachers

I. DEMONSTRATION ACTIVITIES

A. Drama

1. Involving one job cluster.

    a. See VIEW Script Index or Career Finder Index

    b. Example -- Health Occupations

        Registered Nurse
        Nurse Aide
        Orderly

2. Show interaction of jobs (all jobs are important).

3. Students do research for their part in the play or drama.

    a. See VIEW Scripts.

    b. Contact references listed in VIEW Script "Where to Get More Information" and Appendices.

4. Props -- may involve tools and/or materials used on the job.

B. Role Playing (Pantomime)

1. Less involved than drama.

2. Two or three participants.

3. Show job characteristics.

    a. See VIEW Script "Requirements and Qualifications"

4. Usually more spontaneous.

C. Who am I? / Twenty Questions

1. A student can read a VIEW Script for information about an unfamiliar occupation and use this as a basis for the questions. If all students know the format of the VIEW Scripts it will form a framework for this game.

2. One student chooses an occupation and the rest of the class guesses by asking yes-no questions (limited to 20 questions).

    a. Example: "Does this worker work out of doors?"

3. Student who guesses gets prize, praise, or privilege--or gets to be "it" next time.

D. T.V. -- Radio Interview

1. One student pretends to be employed in an occupation and another interviews him about his work.

a. This should be carefully prepared from fact and not from hear-say and observation. A very verbal student may tend to go beyond actual knowledge and use ideas picked up about working conditions and especially starting salaries.

E. Guest lectures by Parents or other Employed adults

1. BE CAREFUL

a. A little knowledge can be dangerous. This is an excellent way to help build a positive self-concept of parental worth in the world of work on the part of lower elementary children--but an instructor needs to have facts. Some jobs have several different titles, some have different responsibilities within the same title, the same title may have different entry requirements from one employer to another, etc. Get the facts before the speaker arrives so you can guide questions to promote better understanding on the part of the students.

F. Work Simulation

1. Students can develop demonstrations using tools of some occupation, explain some procedure or need and reason for special clothing. VIEWscript indicates much of this in the "More about the Job" section.

G. Field Trips

1. See special section "Career Exploration Field Trips."

H. Puppet Show

1. This is an excellent way to bring out attitudes as to how children view the various occupations in the world of work. Self concepts of the individuals placed in an occupation will develop if students make their own puppets and write or ad-lib the dialogue.

II. Language Activities

A. Publish a career newspaper.

1. Interview workers.

2. Write articles describing jobs.

3. Set-up newspaper to simulate a newspaper publishing business.

B. Slides and Filmstrips

1. Have students take pictures of workers at various tasks in an occupation. Stress activity, clothing, work environment, and any unusual features of job.

2. Develop narrative for film. This should be taped so data will not be lost and can be used in a variety of learning situations. Verify facts from VIEW Script information.

C. Notebook

1. Students working in groups can prepare a scrapbook type notebook on an occupational cluster.

2. Individual students may prepare a notebook on a specific occupation from a cluster with the plan to cover several clusters over a specified period of time.

D. Scrambled Sentences and Words

1. A "fun" activity that can be used a for a "breather" but will emphasize the world of work thought process.

    a. Example.

        1. "Bills for prepares a clerk billing customers."

        2. "A billing clerk prepares bills for customers."

    b. Example (See attached samples)

        1. "tionauceer"

        2. "auctioneer"

E. Hangman

1. Another "fun" activity

    a. One student thinks of an occupation and puts the correct number of blanks for the letters on the board or overhead projector.

b. Classmates take turns guessing letters--wrong guess puts one part on the body of the "hanged man".

2. Student who guesses the occupation is "it".

3. Select occupations from VIEW deck so spelling can be verified as well as develope use of occupational literature.

F. Story Writing

1. Story should be directed to world of work activity. This is a good activity to express attitudes and self concepts. Some direction as to subject or topic will help organize the students' thinking.

2. Sentence completion such as: "I like to ____________," "I cannot ______________," and "If I could I would ___________," all provide a quick means of expression to follow occupational discussions.

G. Crossword Puzzles

1. Either student or teacher constructed puzzles can be used for vocabulary of a job cluster, jobs within a cluster, or terms used for an occupational discussion.

III. Current Events

A. What is happening within the world of work theme is excellent for current events. Syndicated articles are national in scope and may need to be evaluated for accuracy on local level--just because it is in print, it may not be fact for your area.

IV. Bulletin Boards

A. Bulletin boards stressing clusters will give a more complete story. Specific jobs within the cluster that are vailable locally can bring more realistic thinking than the use of national scope posters, etc. Don't forget to change materials.

V. Classroom Product Production Projects

A. Types of production projects* might be:

1. Cookie production

2. Candy production

3. Bird houses

4. Receipe holders

5. Book marks

6. Paper weights

VI. Crafts

A. Mobiles

1. Mobile of workers in various phases of his job.

2. Mobile of jobs from one occupational cluster.

B. Collage or Mural

1. Pictures of people in occupation showing worker on the job until the product or service is finished.

2. Pictures of the products workers make.

C. Picture Drawing

1. May be done after observing people on the job.

2. Listen to job description and then draw impression.

3. Read description on own and then make drawing.

D. Work Station

1. A certain area of the classroom may be devoted to visualization of job cluster--this could include tools and materials from job to be handled and experimented with.

a. Example: Health Occupations
Doctor's bag and instruments
Patient record forms and charts
Laboratory equipment
Rubber gloves, masks, hospital gowns

b. Example: Building Trades
Hammers, nails, trowels; liers, paint brushes, plumb lines, etc.

Print, bricks, electrician wire and tape, pipe, wood, etc.

Blueprints, measuring tapes, levels, etc.

*Consumable products such as cookies and candy are the easiest to recall.

Unscramble the letters below to form words.

Forestry

1. __ __ __ __s__ __ __ eefrrot
2. t__ __ __ __ __ c__ __ __ __ __ __ brmie rsiure
3. s__ __ __ __ __ raeyw
4. __ __ __e__ __ __ __ __ __e__ ysrroft eai
5. f__ __ __ b__ __ __ __ __ __ __ __ sih loiogsit
6. p__ __ __ __ __n__ __ __c__ __ __ __ __ __ __ __ srak da hrtoeiea
7. __ __m__ __ __ __d__ __ ega erawn
8. __ __l__ __i__ __ t__ __ __ __ __ __ __ __ __ diw fel hiinceca
9. __ __i__ c__ __ __ __ __ __ __ __ __ __ __ los innoorsaevt
10. __ __r__ __ __ p__ __ __ __ __ __ __ __ __ __h__ __ __ __ __ __ tfseo dtoscur nnaeicct
11. s__ __ __ __ __ __ __p__ __ keom mrjeu
12. __ __i__ r__ __ __ __m__ __ __ __ __ __ los nleocaait
13. __i__ __ __ __g__ __ __ __ rfe hftire
14. l__ __ __ __ __ grego
15. s__ __ __ __ __ lcrae
16. s__ __ __ __l__ __ wa rief
17. b__ __ __ __ __ __ __ __ liogoist
18. __ __ __f __ __ __ __ __s m__ __ __ __ __ __ __ __ __ rti sgar mnntegeaa
19. e__ __ __ __ __ __ oocygl

logger
ecology
sawyer
scaler
forester

biologist
saw filer
forestry side
game warden
fire fighter

soil conservation
fish biologist
soil reclamation
timber cruiser
smoke jumper

turf grass management
parks and recreation
wild life technician
forest products technician

SAMPLE OF GROUP ACTIVITIES

Unscramble the letters below to form words.

Building Trades:

1. c _ _ _ _ _ _ _ _ rraeeptn
2. e _ _ _ _ _ _ _ _ _ _ rciilenatc
3. p _ _ _ _ _ _ rineat
4. _ _ o _ _ _ orefr
5. m _ _ _ _ NSAO
6. p _ _ _ _ _ _ _ lremub
7. p _ _ _ _ _ _ _ reestlar
8. t _ _ _ _ _ _ _ _ i _ _ _ _ _ _ _ _ enelhpeo slealntr
9. s _ _ _ _ _ _ _ yruovre
10. a _ _ _ _ _ _ _ _ httcceri
11. d _ _ _ _ _ _ _ _ nrastafm
12. g _ _ _ _ _ _ ralzei
13. c _ _ _ _ _ _ m _ _ _ _ btanei krae
14. a _ _ c _ _ _ _ _ _ _ _ _ _ _ ri diingnotoni
15. s _ _ _ _ m _ _ _ _ tehe aetl
16. f _ _ _ _ _ _ _ _ n nrcaue am
17. r _ _ _ _ _ _ _ _ _ _ _ _ rgritafenoe
18. c _ _ _ _ _ l _ _ _ _ treap yrea
19. i _ _ _ _ _ _ _ d _ _ _ _ _ _ _ _ rrtione oarrecto
20. l _ _ _ _ _ _ _ _ a _ _ _ _ _ _ _ _ ncpdasea tehcritc

glazier
plumber
draftsman
refrigeration
plasterer

interior decorator
landscape architect
telephone installer
sheet metal
surveyor

painter
architect
carpenter
roofer
mason

electrician
carpet layer
furnace man
cabinet maker
air conditioning

An Alphabet of Jobs
(Less Q and Y with 2A's and 2G's)
Find 26 if you can - any direction

X S K I I N S T R U C T O R P O S T I R

R E H C A E T L O O H C S Y R E S R U H

A E R A D I O T V R E P A I R N A N P A

Y T O R E D O P E S F A T T Y E C S H E

T A X I D E R M I S T O W N E Y S K O R

E H S H E E P S I N A I C I R T C E L E

C I V E T E R I N A R I A N O R S Y S H

H O R S E B R E E D E R A C T S A P T P

N A C A T S I R E K A B O W L I R U E A

I G W M I K R E T T U D T A E M E N R R

C R J D X A C T U A R Y S E E R T C E G

I I O W L S I E A P I A R I S T N H R O

A B U F E D E R A L R A S H S E S O E N

N B R O J H E P F E D E O I S T O P T A

O I N D I G S R G R O S G R A S S E N E

V S A O G A S E N O F O O G P R P R I C

A F L O R I S T S Z L N T P O F R A A O

Q P I G S I N N A O R O W S T L L T P O

N L S K E B D I E T I T I A N D P O I R

R U T O T S I G O L O O Z O O S I R G K

1. Oceanographer
2. Apriarist
3. Interpreter
4. Dietitian
5. Radio TV Repairman
6. Veterinarian
7. Ski Insructor
8. Meat Cutter
9. Journalist
10. Florist
11. Logger
12. Zoologist
13. Electrician
14. Nursery School Teacher
15. Taxidermist
16. Keypunch Operator
17. Upholsterer
18. Horse Breeder
19. Geologist
20. Golf Pro
21. Baker
22. Chef
23. Painter
24. Actuary
25. Welder
26. X-Ray Technician

Apprenticeship Occupations

________	1.	Glazier	A.	Pastes wall coverings, such as fabric and plastic to interior of rooms
________	2.	Cosmetologist	B.	Applies mixtures of sand, fiber line, gypsum, and water unfinished to interior surfaces
________	3.	Lather	C.	Styles, cuts, designs hair for customers
________	4.	Paperhanger	D.	Operates and maintains built-in heating and cooling equipment
________	5.	Millwright	E.	Cuts, installs, replaces plate glass for structures such as churches
________	6.	Electroplater	F.	Moves installs, repairs machinery in factories
________	7.	Boilermaker	G.	Installs supporting backing for ceilings and walls
________	8.	Stationary Engineer	H.	Installs covering strips to retain heat or cold
________	9.	Asbestos & insulating worker	I.	Coats products, such as pots and pans for long wear and lasting beauty
________	10.	Plasterer	J.	Installs tanks and vats for large heating plants

*Match the Job Titles with the Job Definitions.

METHODS AND TECHNIQUES WHICH CAN BE UTILIZED IN MAKING OCCUPATIONAL INFORMATION AVAILABLE TO STUDENTS

1. Through such courses as personality development which include special units on occupations.

2. Through regular classrooms. English, social studies, industrial education, home economics can be particularly helpful in presenting opportunities to young people to study occupations through themes, special writing assignments, autobiographies, term papers, and other reports.

3. Charts prepared by teachers of various subject matter fields portraying occupational opportunities in their field.

4. Encouraging independent reading of biographies of great men who have been successful in various vocational fields and providing lists of books and novels which have a vocational emphisis. Teachers in the various subject matter fields could be encouraged to compile such lists.

5. Preparing news stories for the school paper. Both students and teachers can be enlisted for this project.

6. Encouraging teachers in the various subject matter fields to devote time to the discussion of their vocational field in their classes.

7. Encouraging the student to seek his own information through correspondence with people successful in the field they are considering.

8. Helping students become familiar with the various professional services such as SRA, Bellman Vocational Services, Careers Inc., Doubleday Multi-Media, and Chronicle Guidance Publications, and the services they have to display.

9. Making provisions for students to attend conferences which have a vocational theme.

10. Scheduling discussion groups to discuss various vocational problems of interest to young people.

11. Making use of hobby clubs to encourage young people to try out various skills which may lead to a vocational interest.

12. Arrange for interested students to take tests, in addition to the regular school testing program, which may give them more information about what interests, skills, abilities and personality characteristics they possess.

13. Supervised visits to various industries so students will have an opportunity to observe workers at work on various jobs. When

possible, making arrangements for students to talk with men and women who work in their particular interest field.

14. Supervised visits to institutions offering training programs in various job fields.

15. Assigned readings in various trade and professional journals.

16. Supervised part-time and summer work experiences to acquire skills and first-hand information about working conditions, training experiences, and job "try-out."

17. Arranging for discussions, conference and panel discussions health, social and personality characteristics required by various jobs.

18. Arranging extracurricular activity programs to assimilate actual job conditions.

19. Providing posters, film strips, motion pictures, and other displays on a continuous basis throughout the school year to give students information about jobs and training opportunities available to them.

20. Sponsored radio and television programs in which both students and teachers can participate. In some instances counselors have regular programs. Parents can also be used for such programs.

21. A regular newsletter service for students and parents which emphasize important vocational information.

22. The use of Opaque and transparency projectors to present information in classes and parent-teacher groups.

23. "Go to College Programs" where representatives from various colleges are invited to give information about their college.

24. Supervised visits to colleges, universities, business firms, and industrial institutions having training programs.

25. Supplying information in the form of catalogs and other literature about colleges, universities, trade schools, correspondence schools, and armed service schools, apprenticeship programs and other training institutions. Such information should be in all school libraries and available for all students.

26. Arrange for interviews with teachers and trainees in selected fields of work.

27. Arrange "job analysis" assignments in particular fields of work.

28. Specialized assignments in various classes of the curriculm which assimilate various types of training and education experience.

29. Special instruction and demonstrations in classes and group guidance programs on how to secure a job, including an objective analysis of abilities and limitations.

30. Participation in vocational clinics and vocational forums emphasizing steps in choosing a job, preparing for the job chosen, breaking in on-the-job, and making progress on-the-job.

31. Providing a program to keep the student continually informed of vocational opportunities through school "current event" classes.

32. Providing individual counseling. This is the heart of the information program as it is on other aspects of the guidance program.

33. Keep up to date on all films, filmstrips, and instructional television presentations which will supplement your schools's occupational files.

34. Work closely with the local offices of the Michigan Employment Security Commission, Youth Opportunity Center, by making appropriate referrals to them and by utilizing the materials and resources available from them.

35. Utilize the VIEW system as well as other occupational materials by making it available to teachers for use with their regular classroom activities.

36. Keep current a list and description of all local vocational training opportunities available to students.

37. Encourage students to avail themselves of any appropriate special activities designed to assist them in their vocational development such as CO-OP Training Program.

OCCUPATIONAL INFORMATION QUESTIONNAIRE

Job Title: ____

What are the job duties? ______________________________

____

____

____

What personal interests would help one to do this job? ________

____

What aptitudes should an applicant possess? ______________

____

What are the physical requirements? _____________________

____

Educational Preparation, Training, and Cost:

List any helpful high school courses: ____________

____

Is high school graduation necessary? _____________

What further schooling or training is required? ________

____

Where would one receive this training? ___________

____

How long would it take? ________________________

What are approximate costs? _____________________

Are there any special entrance qualifications or tests? _____

____

Is any certification or license or deploma required for this job?

____

What do you see the future outlook in this field to be? ________

____

In what locations are these jobs found? ______________________

____

Where would one go to apply for a job in this field? __________

____

Is this job seasonable? ____________________________________

Could one work part-time? __________________________________

What hours would one expect to work? ___________ Overtime? ____

Wage scale: Beginning, no experience $ ______ to $ ______

Experienced: Starting $ ______ Maximum $ ______

What are the fringe benefits? ______________________________

____

What kind of advancement opportunities are possible? __________

____

List any activities or working conditions that might be considered as job disadvantages ______________________________________

____

What occupations are similar or related to this job? __________

____

Where might a student get further information about this work? ___

____

What could he read? ____

Who could he contact? ______________________________________

Where could he write? ______________________________________

Please give any further information about this job which might be of value. (Use the back of the sheet.)

Name of person supplying information ________________________

Name of firm represented ____________________________________

Address ____